

Job Description

Title: Administrative Assistant
FLSA Status: Non-Exempt
Date: April 2015

Department: Contracts
Reports to: Director of Contracts and Procurement
Approved: _____

Job Summary:

The Administrative Assistant serves in a support capacity and may independently handle a variety of situations involving administrative functions for the Director of Contracts and Procurement.

Essential Duties and Responsibilities:

- Composes and types department correspondence involving routine matters
- Maintains detailed and organized files
- Arranges meetings and appointments
- Coordinates the Director's calendar
- Coordinates travel and prepares local mileage
- Assists in the proposal preparation, packaging, routing and submission of contracts/orders
- Back up for procurement order.
- In charge of all Inspection of all location and permits.
- Assist with small procurement process.
- Ensures in Directors absence, assigned tasks are completed in a timely manner
- Monitors status of projects
 - Maintain Excel spreadsheets with department information
 - Prepare reports and Power Point Presentations
- Schedules interviews and prepares interview packages for applicants
- Supports Director in coordinating Executive Leadership Team, Provider, and Board meetings
- Records and transcribes minutes for public notice and staff meetings
- Works on special projects and performs related duties as assigned by the Director
- Occasional travel will be required

Skills and Abilities:

- Accountability
- Flexibility
- Oral and Written Communication
- Extensive Report Writing
- Time management and ability to multitask
- Interpersonal Relationships
- Problem Solving
- Initiative

Computer Equipment and Software Requirements:

- Microsoft Office Suite
- Power Point
- Excel

Experience and Training:

- High School Diploma or Equivalent, Associates preferred
- Minimum of two years of administrative experience
- Bilingual (English/Spanish)
- Knowledge of data gathering techniques to obtain technical and administrative materials for organizational use
- Knowledge of principles and practices of organization, planning, records management and research
- Excellent communication skills including telephone/email etiquette, listening skills and the ability to respond sensitively and empathetically to the needs of others
- Ability to operate standard office equipment
- Ability to work with a diverse population
- Ability to work independently as well as in a team environment
- Ability to prioritize and manage work load and deadlines
- Must be willing to travel, if needed to all areas of Miami-Dade and Monroe Counties to perform required tasks and provide own reliable transportation. Requires a valid Florida Driver's License, a good driving record and automobile insurance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described in this document are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise levels in the work environment may vary but are usually moderately quiet.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an "at will" relationship.

Employee Signature

Date

Supervisor

Date