



Early Learning Coalition of Broward County, Inc.

JOB DESCRIPTION

Position: Administrative Assistant

Reports To: Director of Community Relations and Resource Development

FLSA Status: Hourly

Salary Range: \$14.50 – \$19.20

JOB SUMMARY: This position provides administrative support and general office management to the division/department. In addition to typing, filing, and scheduling, this position performs duties such as record keeping, data comparison, coordinating meetings and conferences, developing meeting minutes, obtaining supplies, answering phones, coordinating direct mailing/emailing, coordinating travel arrangements, and working on special projects. This position also prepares various types of correspondence, engages in contact with the public by giving and receiving information, and performs other general office management duties. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job, the employee is expected to perform these and other job related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- ◆ Performs general organizational administrative functions for the division/department.
- ◆ Schedules and organizes complex activities such as meetings, agendas, travel, conferences department activities for all members of the department
- ◆ Maintains office files, contract files, makes copies, prepares purchase orders, prepares mail, answers telephone calls, and interacts with the general public.
- ◆ Maintains operations and organization of the workroom; including supplies and equipment.
- ◆ Assists the Finance Department with the accounts payable process including but not limited to completing vouchers, POs, date stamped checks, mailing, and vendor inquiry.
- ◆ Assists the Community Relations & Resource Development Department with Administrative activities related to website maintenance, community awareness &

outreach, social media postings, special event planning and resource development research and follow-up.

- ◆ Uses critical thinking skills to recommend changes in office practices and procedures and develops said written procedures.
- ◆ Prepares general office documentation and record keeping including purchase requisitions, time sheets, etc. for approval.
- ◆ Assists to ensure Website information is current.
- ◆ Maintains current early care and education provider email/phone lists for communication purposes.
- ◆ Collects information and compiles reports on activities as requested by supervisor.
- ◆ Follows federal and state laws, in addition to implementing programs, policies and procedures in accordance with ELC's priorities.
- ◆ Conducts oneself in the best interest of ELC's constituents and in support of the ELC mission statement.
- ◆ Participates in ELC's PQI process and assists with PQI team activities.
- ◆ Conduct oneself in the best interest of Broward County's constituents and in support of the ELC's mission.
- ◆ Performs all other duties that may be necessary to maintain the success of the organization.

Note: The duties above are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described above.

SUPERVISORY RESPONSIBILITIES:

- ◆ There are no supervisory responsibilities

COMPETENCIES:

To perform the position successfully, an individual should demonstrate the following competencies:

- ◆ *Adaptability/Dependability* – Adapts to regular changes in the work environment, duties and/or procedures and takes responsibility for commitments and deadlines.
- ◆ *Analytical* – Able to analyze data and report findings, in a timely manner. Ability to understand and apply applicable rules, regulations, policies, and procedures.
- ◆ *Communication* – Be able to communicate clearly, both oral and written. Obtain clarification of details when necessary and effectively prepare and read written information. Ability to effectively communicate ideas, processes and information with an attention to detail
- ◆ *Initiative* – Take proactive measures, to address potential concerns and/or issues, involves his/her immediate Supervisor as appropriate. Committed to empowering themselves and others to solve their own problems.
- ◆ *Interpersonal Skills* – Focus on conflict resolution and maintain confidentiality. Provides constructive feedback and accepts the same, willing to listen. Ability to establish and maintain effective working relationships with others. Must be familiar and comfortable working with diverse populations.

- ◆ *Judgment* – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- ◆ *Planning/Organization* – Prioritizes and plans work activities; uses time wisely. Must be able to clearly organize electronic and hard copy files, and manage multiple priorities, multi-task. Ability to plan, organize, and coordinate work assignments.
- ◆ *Professionalism* – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- ◆ *Quality* – Pays attention to detail and demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- ◆ *Teamwork* – Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

QUALIFICATIONS:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability work as an administrative assistant within the company. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.
- ◆ Able to work flexible hours.
- ◆ Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings

LANGUAGE SKILLS:

- ◆ Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with staff, contractors and community partners.

MATHEMATICAL SKILLS:

- ◆ Ability to use mathematics to solve problems, calculate figures and amounts, compare data. Ability to apply concepts of basic algebra.

REASONING ABILITY:

- ◆ Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

COMPUTER SKILLS:

- ◆ To perform this job successfully, an individual should have knowledge of: Internet software; Spreadsheet software, Graphics Software, and Word Processing software. Commonly used equipment includes: Computer, Copier, Fax Machine, Multi-Line and Cellular Telephone, Presentation Hardware, Tablets.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- ◆ Must be able to write for extended periods of time in order to complete necessary documentation.
- ◆ Duties are primarily performed in general office environment; some travel to off-site locations is required.
- ◆ Ability to be present at work on a consistent basis.
- ◆ Ability to sit for extended periods of time, talk, hear, and use hands and fingers to operate and handle keyboards and office equipment. The employee is occasionally required to walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- ◆ Ability to lift at least 30 lbs.
- ◆ Must be able to concentrate for extended periods of time, paying attention to detail.
- ◆ Must be capable of working under pressure as well as organizing and planning effectively.
- ◆ Requires frequent ability to move freely about the building.
- ◆ Requires corrected vision and hearing to normal range.

EMPLOYMENT STANDARDS:

- ◆ High School diploma or equivalent, (A.S. preferred), certification in computer and/or business applications, and three (3) years or more successful experience in a for-profit corporation, government, not-for-profit company or other highly complex organizational environment, including especially related to assisting management/leadership with organization coordination of policies and procedures experience. An equivalent combination of related education and experience may substitute for the required education/experience.
- ◆ This is a position of special trust and individual must meet all applicable requirements

BACKGROUND CHECKS:

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- ◆ Level II background check
- ◆ Drug test
- ◆ E-verify
- ◆ Educational verification
- ◆ Possession of a valid Florida driver’s license; and
- ◆ Ability to maintain Florida driver’s license throughout employment required

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE:

Chief Executive Officer

Date

Supervisor

Date

Signature of Employee

Date

Name of Employee (please print)

Date Prepared: June 17, 2015