



Job Description

PCN(s)	08-X036 and 21-7013
JOB TITLE	Administrative Assistant
LOCATION	Anchorage
RANGE	12/14 Flex
REPORTS TO	Executive Assistant AIDEA 08-0213
FLSA EXEMPT	NO
REVIEWED BY (NAME AND DATE)	Sherrie Siverson, Jan 2020
APPROVED BY (NAME AND DATE)	Linda Senn, Jan 2020
Effective Date	January 7, 2020

POSITION PURPOSE:

Performs administrative support tasks across AIDEA including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs. This position may be required to dedicate a majority of time to a particular department but no one department is the singular concern of the position.

ESSENTIAL FUNCTIONS:

- Performs clerical duties for agency staff (includes typing, filing, scheduling of appointments, and daily activities). Drafts, formats, and proofreads documents and correspondence. Edits for completeness, consistency, and clarity. Finalizes and disburses documents.
- Arrange and coordinate travel for employees. This may include: reviewing the Travel Request (TR) form for accurate information; coordinating payment of conference registration with the Executive Assistant (if required), make reservations for air travel, ground transportation and lodging; completing a travel approval form and obtaining approval signatures from the Manager/Supervisor, Director, Executive Director, and/or Board Chair (if required); review final reservations and documents for accuracy and distribute to the employee.
- Prepare for and record committee and board meetings. This may include: scheduling meeting rooms, catering, teleconference or video conferences; preparation of meeting materials; recording and transcribing meeting minutes, proofreading and finalizing minutes. These tasks may include contact with members of state and local agencies and members of the public.

- Assists others in the operation of flat screen monitors, LCD projector, laptop computers, teleconference, and audio recording equipment.
- Enter AIDEA accounts payable invoices into finance software program and route to specific finance staff. Create new folders at the beginning of each Fiscal Year, file AP documents and journal registers daily, and assist with tasks during annual audit. Print budget reports monthly.
- Provides backup for receptionist on a rotating basis as needed. This includes: answering phones, screening calls, responding to questions or requests for information, log in checks and bid requests, opening and distributing mail.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to 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.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires basic skills in spreadsheet software, database software, and email. Requires intermediate to advanced skills with word processing, software programs (described below), and general office equipment. Basic knowledge of HTML and experience publishing content to and updating websites.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of Microsoft programs that include Outlook, Word, Excel, PowerPoint, SharePoint, and Adobe Acrobat Pro. Knowledge of basic office equipment, including copiers, fax machines, phones, plotters, oversize-printers, postage machine, and color printers.
- Ability to type (min. 50 wpm), format documents, and proofread accurately. Must have skills in customer service and phone etiquette.
- Ability to organize, set priorities, and coordinate a variety of administrative functions.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently in a busy office environment, analyze situations accurately, and take prompt, effective action.

MINIMUM QUALIFICATIONS:

High school diploma, or equivalent, and a minimum of four years of office experience in an administrative role required.

Higher levels require two years of comparable experience working for a management team with a Board of Directors as the governing body, and proficiency in website management.

DISTINGUISHING CHARACTERISTICS: (FROM SIMILAR HIGHER OR LOWER POSITIONS IN THE SAME CLASS)

Range 12: At a range 12, ability to function in assigned capacity with little supervision; makes routine decisions and able to complete assigned tasks.

Range 14: At a range 14, ability to complete difficult assignments that require a higher level of knowledge and ability to handle more complex issues. Proficiency achieved in website management.