



POSITION DESCRIPTION: OFFICE ADMINISTRATOR
POSITION STATUS: NON-EXEMPT
PAY RANGE: MIN: \$35,000 MID: \$40,000 MAX: \$45,000
DIRECT REPORT: EXECUTIVE DIRECTOR

GENERAL PURPOSE AND EXPECTATIONS

Under general supervision, performs a variety of professional and administrative activities to support the functions of the District; manages special projects and assists with program management; duties may vary according to work assignment. Ensure the orderly operation of the District office and work with all District staff on requests for assistance, office equipment, office products, etc.

Honesty, integrity, courtesy, and professionalism in contact with other District employees and the public is essential. Any sensitive issues discussed with the Executive Director/Assistant Director must be kept in the highest confidence.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages the day-to-day operations of the office activities (e.g. ordering supplies, managing and scheduling maintenance of office equipment, answering phones which includes providing appropriate District program information, etc.).
- Works with the Executive Director and/or Assistant Director on the routine maintenance needs of the District Building, including monitoring, procuring, and scheduling custodial services, facility repairs, routine maintenance services, etc.
- Collects and processes mail which includes preparing invoices for payment.
- Prepares payment checks for mailing and complies claim documentation.
- Manages special projects as directed; conducts research, collects, and consolidates data, and compiles findings.
- Coordinates information and assures effective communications between departments.
- Resolves problems and customer service inquiries within scope of authority.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the programs, services, and policies of the assigned Department; creates, develops, and processes technical documents and other communications.
- Maintains calendars, schedules meetings and appointments; prioritizes and resolves complex schedules; prepares meeting agendas and presentation materials; records meetings; and transcribes minutes.
- Performs and coordinates a wide range of technical and administrative duties.
- Complies with requirements outlined in the HR Manual and SOPs developed to provide general guidance for operational behaviors and expectations of performance.
- Performs all other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma, administrative experience preferred

Necessary Knowledge, Skills and Abilities:

- Knowledge of research, analysis and project management methods.

JOB DESCRIPTION
Office Administrator

- Skilled in all Office 365 or similar software products (e.g. EXCEL, Word, Outlook, PowerPoint, Acrobat, etc.).
- Skilled in typing proficiency, minimum score of ≥40 WPM.
- Skilled at operating general office equipment (e.g. Copier/Scanner/Fax combination, Computer, postal machine, phone systems, etc.)
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with customers, contracted agencies and workers, other employees, supervisory personnel, and the public.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to operate a light duty pick-up truck, SUV or other motorized vehicles utilized in District operations.
- Ability to work independently and collaboratively.
- Ability to lift materials less than or equal to 50 pounds.
- Ability to pass background check.

Special Requirements: Indiana Driver's License

Physical Demands / Work Environment: Primary duties are performed in a general office environment; however, activities, including but not limited to the following: assisting with outdoor or off-site activities and/or special events in the field or off-site; may involve exposure to adverse weather conditions; and attend Board of Director meetings. Weekend and evening hours may be required.

Reports To: Executive Director

Supervision Exercised: None

FLSA Status: Non-Exempt

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

Employee Signature

Date

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.