

## Region V Systems

### JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant
<b>Reports to:</b>	Operations Manager
<b>Supervisory Responsibilities:</b>	None
<b>Work Schedule:</b>	Full Time (40 hours per week)
<b>Salary Grade:</b>	Grade 3 (Compensation Schedule #1)
<b>FLSA Status:</b>	Non-exempt
<b>Last Revised:</b>	September 2018

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### POSITION SUMMARY

The Administrative Assistant's job responsibilities are to provide administrative support functions in the Operations Department. The position is primarily responsible for meeting and equipment scheduling, opening and closing the office, receptionist duties, meeting room preparation, and general support for internal departments as assigned, including taking meeting minutes.

### ESSENTIAL DUTIES & RESPONSIBILITIES

**A. *General Support Functions***

1. Daily tasks associated with opening and closing the office.
2. Meeting and equipment scheduling coordination (e.g., Outlook and Doodle requests).
3. Distributing incoming faxes.
4. Photocopying needs.
5. Forms control maintenance.
6. Severe weather announcements.
7. Administrative overflow support as directed.

**B. *Other Internal Support***

1. Taking meeting minutes.
2. Processing paperwork for Prevention Mini-Grant cycles (twice per year).
3. Processing paperwork for Special Populations grant funding cycle (annually).
4. Processing paperwork for CLAS\* grant funding cycle (annually).
5. Entering June Jam evaluation information in SurveyMonkey (annually).
6. Entering NACM\*\* evaluation information in SurveyMonkey (annually).
7. Entering BETA\*\*\* evaluation information in SurveyMonkey (annually).
8. Monitoring proof of current insurance coverage for CBN\*\*\*\*.
9. Updating and tracking CBN and prevention contracts.
10. Maintaining CBN contract and supporting documentation notebooks.

**C. Provide backup support as follows:**

1. Answering/directing all in-coming calls and visitors to the office.
2. Meeting room set up (coffee, water, tables, chairs, equipment).
3. Preparing and processing incoming and outgoing mail.
4. Postage meter equipment maintenance.
5. Editing correspondence and other administrative documents.
6. Level of Care e-mail reminders (agendas and minutes).
7. Contact list coordination/revision (hard copy lists, e-mail distribution lists, and labels listings).
8. General operations-related orientation for new hires (staff and building partners).
9. New/separating employees/building partner tasks.
10. Birthday treat schedule maintenance and e-mail reminders.
11. MOWing\*\*\*\*\* and Cleaning schedule maintenance.
12. Prevention-related meetings, record/transcribe/edit minutes, e-mail agendas/minutes, and prepare packets for each meeting.
13. Annually preparing schedule of prevention meetings.
14. Assisting Regional Consumer Specialist with monthly CFAC\*\*\*\*\* meeting preparations.
15. Attending monthly CFAC meetings to record and transcribe minutes and do follow up work.
16. Updating survey for each speaker for the NACM conference, producing report(s) from SurveyMonkey, and e-mailing applicable report to each speaker.
17. Updating survey for June Jam conference and producing report(s) from SurveyMonkey.
18. Preparing BETA notebooks and other materials for annual event.
19. Update survey for BETA conference and produce report(s) from SurveyMonkey.
20. Updating and tracking all other contracts.

- \* Culturally and Linguistically Appropriate Services
- \*\* National Association of Case Managers
- \*\*\* Behavioral Health Threat Assessment
- \*\*\*\* Community Benefits Network
- \*\*\*\*\*Meals on Wheels
- \*\*\*\*\*Consumer Family Advisory Committee

**OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **EDUCATION & EXPERIENCE**

### **Minimum Requirements**

- High school diploma or GED.
- 1 year experience using Outlook.
- 1 year experience editing documents.
- 1 year experience taking meeting minutes.
- 2 years' experience using Word.
- 2 years' experience working in an office environment.

### **Preferred**

- Receptionist experience.

## **ABILITIES & SKILLS**

- Ability to set up/take down/move tables and chairs.
- Ability to lift up to 25 pounds (projector, laptop, paper boxes, etc).
- Ability to stand for period of time to accomplish copying duties.
- Technical aptitude for equipment set up (laptop, projector, etc) and copier malfunction assessment.
- Attention to detail.
- Proofreading and grammar skills.
- Ability to maintain high level of dependability.
- Ability to listen to information being presented and record pertinent information in meeting minutes.
- Ability to communicate effectively, both orally and in writing.
- Ability to learn/proficient skills in SurveyMonkey.
- Proficient word processing skills, with knowledge of Microsoft Office Pro (Outlook, Word, Excel, Access, Publisher, and PowerPoint) software.
- Ability to work independently, handle multiple projects simultaneously, and prioritize responsibilities to effectively manage time to meet necessary deadlines as directed.
- Ability to write, speak, and understand English as necessary to effectively perform position and to communicate with supervisors, employees, or clients the incumbent works with based on the assumption that such individuals can only write, speak, and understand English.
- Ability to maintain effective working relationships with supervisor, peers, co-workers, business stakeholders, and the public.
- Ability to read and understand information and ideas presented orally and/or in writing to complete assigned tasks.
- Willingness and ability to be a team player.

## **WORK ENVIRONMENT**

- Work is normally performed in an interior office environment.
- Typical hours of work will generally fall within Region V Systems' business hours: 8:00 a.m. – 4:30 p.m.
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours to meet business needs of the organization.
- Must be present on a consistent basis during those periods of time when critical deadlines need to be met.
- Performance of certain job responsibilities in this job description may be enhanced by or may require the use of a cell phone.
- Incumbent must have ability to travel on a periodic basis and is required to have, and maintain, personal, reliable transportation to travel to meetings/activities within Region V Systems' 16-county area as required to perform job.
- Incumbent must have, and maintain, a valid Nebraska driver's license and have, and maintain, current vehicle insurance.

### **Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the policy and procedures manual is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

