

ADMINISTRATIVE ASSISTANT

JOB CLASSIFICATION	ADMINISTRATIVE ASSISTANT
CLASSIFICATION	CLASSIFIED, UNION
DEPARTMENT	EXECUTIVE
SALARY RANGE	\$37,937.85 - \$39,470.54
DISTRICT	ST. THOMAS & ST. CROIX
REPORTS TO	ASSISTANT CHIEF EXECUTIVE OFFICER/CHIEF OPERATING OFFICER
LAST UPDATED	OCTOBER 1, 2019

JOB DESCRIPTION SUMMARY

Under the direct supervision of the Assistant Chief Executive Officer/Chief Operating Officer (ACEO/COO), this position provides administrative and secretarial support. Additionally, ensures the efficiency of the day-to-day operation and provides support to management and staff. Also, provides support to multiple supervisors including duties such as typing, filing, scheduling, coordination of meetings and conferences, receives and directs visitors.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs general clerical duties including photocopying, faxing, and mailing.
- Answers, screens, and transfers inbound phone calls.
- Schedules and organizes activities such as meetings, travel.
- Prepares agendas for meetings.
- Coordinates and maintains records for petty cash.
- Maintains and updates electronic and paper filing system.
- Sorts, distributes, and opens mail.
- Drafts written responses to inquiries or replies by phone or e-mail when necessary.
- Responds to regularly occurring requests for information.
- Receives and directs visitors and clients.
- Types general correspondences, memos, etc. Proofreads copy for spelling, grammar and makes appropriate changes. Responsible for accuracy of final copy.
- Resolves problems and inquiries.
- Performs other duties as assigned.

COMPETENCIES

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and other office equipment as applicable.

PHYSICAL DEMANDS

This is not a sedentary role; however, some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions as necessary. This would require the ability to lift up to 20 to 50 pounds of force.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

TRAVEL

No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma.
- Associate degree; or
- Bachelor's degree in Business Administration; and
- 2-5 years of administrative experience.
- Ability to work independently.
- Excellent oral communication skills; ability to read and write.
- Organizational and Time Management skills; ability to perform critical and time sensitive projects with limited directions.
- Computer literate (Microsoft Suite: Excel, Word; PowerPoint).
- Clerical and organizational skills; ability to prioritize and schedule.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Business Administration.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

None

AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

It is the policy of Economic Development Authority (EDA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin.

Other Duties

Please note 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.

SIGNATURES

This job description has been approved by all levels of management:

Department Supervisor _____ Date _____

HR Manager _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____