



Job Title	Administrative Assistant
Department	Aging Services
Employment Status	Full Time
FLSA Status	Non-Exempt
Classification	I-03

Scope of Work

This position provides comprehensive administrative and financial duties to ensure the smooth and efficient operation of the Aging Services Division. This work includes setting up contracts and purchase orders, ordering supplies, providing customer service, scheduling programs and executive-level staff, providing general office administration, updating the Division's website, and assisting with special projects at the Center at the Heights (CATH).

Supervision

Received	Director of Aging Services
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Develop office policies and procedures and ensures that they are implemented appropriately.
- Oversees and supports all administrative duties in the office to ensure operations run smoothly.
- Prepare cash deposits, track operating budget and grant spending, and maintain detailed records.
- Assist with competitive procurement, arrange contracts and purchase orders for programs/services
- Manage office supplies inventory and places orders as necessary.
- Provide other administrative support as necessary to include scheduling group meetings, maintaining calendars and conducting research.
- Assist and support members of the public, clients and their families, staff of the Town, Council on Aging and other board/committee members, and others.
- Greet visitors, answers phones, explain office procedures and respond to questions.
- Maintain and update the website as needed.
- Receive, sorts, and distributes daily mail, and prepare and modify departmental correspondence, reports, memos and e-mails.
- Coordinate all outside room/building rental transactions.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

Two – three (2-3) years of related work experience. Part-time and volunteer experience may be considered to fulfill this work experience requirement

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Office administration, basic bookkeeping, automated office systems, departmental policies, and procedures.
Ability to	• The ability to prioritize multiple tasks and deal effectively with interruptions to accomplish tasks within strict deadlines. • Coordinate all outside room/building rental transactions.
Skill in	• Data entry skills, and proficiency with Microsoft Office suite of products. • Professionalism and exceptional organizational skills. • Clerical skills.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.