



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Administration Status: Non-Exempt
Position Title: Executive Assistant Grade Level: F
Immediate Supervisor: Executive Director

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Provides confidential administrative/secretarial support to the Executive Director. Performs various administrative tasks to include: coordinating activities of the Executive Director, agency, board and staff. Manages Human Resource activities to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

- 1. Demonstrated support for the agencies mission, goals and values.
- 2. Participates in strategic planning of the agency and programs and direction of the programs.
- 3. Assists the Executive Director by keeping within the fiscal constraints of the budget.
- 4. Oversees and carries out the development and support of Personnel Policies, Procedures and job descriptions.
- 5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
- 6. Maintains staff, client and agency wide confidentiality at all times.
- 7. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
- 8. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
- 9. Attends meetings, workshops and training sessions as approved by the Executive Director.
- 10. Participates on program related committees as approved by the Executive Director.
- 11. Is required to travel by ground or air to meetings, conferences, trainings, etc.
- 12. Manages the department inventory, as well as securing necessary equipment and supplies.
- 13. Continues professional growth through education and training experiences in their field.
- 14. Accurately types, prepares and distributes memorandums, policies and procedures, meeting minutes, letters, forms, statistical reports and other general correspondence, as directed.
- 15. Coordinates and arranges for a variety of meetings to include: notices, room reservations, prepare and distribute agendas as well as required materials.

16. Maintains and updates the Executive Director's daily appointment calendar ensuring personnel are reminded of appointments.
17. Coordinates with the Executive Director in developing and implementing public relations and marketing programs to promote the image of the agency.
18. Opens and routes incoming mail for Administration and distributes to appropriate staff.
19. Acts as a liaison between the Board of Directors and Executive Director.
20. Assists department personnel with staffing and scheduling difficulties.
21. Assists in the preparation of budget needs and annual reports of the agency.
22. Assists with agency program reviews and annual audits.
23. Assists with maintenance of agency computers, voicemail and phone system.
24. Coordinates with the Executive Director in administering the employee benefits package, communicating salary information and conducting surveys.
25. Process monthly fringe benefit billings and assists the Finance Department with payroll items on an as need basis.
26. Establishes and maintains personnel files and administrative records on an ongoing basis.
27. Manages the recruitment program which consists of advertising internally and externally with Job Service and other forms, reviewing applications and etc.
28. Prepares correspondence and itineraries for key interview candidates and participates on the interview team in coordination with the department director.
29. Conducts appropriate background, reference and credit checks on selected interview candidates as determined by the interview team.
30. Provide a complete and concise orientation of new employees and apprises them of benefit options and mandatory employment forms to be completed.
31. Assists the Executive Director in Human Resources activities to include: recruiting, hiring, work improvement plans, disciplinary actions and staff development.
32. Assists the Executive Director regarding supervision of staff performance and progress and assists in the completion of performance evaluations.
33. Assists Privacy Officer with HIPAA (Health Insurance Portability & Accountability Act of 1996) regulations within the agency according to duties outlined in the HIPAA Policy Manual.
34. Picks up and delivers items for the agency using company or personal vehicle.

C. **SUPERVISORY RESPONSIBILITIES:**

None

D. **POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. Associate Degree in office administration or the equivalent.
2. Three years full-time experience in an administrative or management environment.
3. Three years full-time experience in current Human Resource environment.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Demonstrated ability to effectively communicate both in written and oral forms.
8. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
9. Basic understanding of bookkeeping field.

E. **PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 25 pounds.

F. **WORK ENVIRONMENT:**

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments. High stress situations.