

COMMUNITY OPTIONS, INC.
JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

PURPOSE: The Administrative Assistant is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

QUALIFICATIONS: High School diploma plus two years administrative experience.
Valid Colorado driver's license.
Acceptable driving record and criminal background check.
Excellent computer skills (Microsoft Office: Word, Excel, Outlook, Access).
Two years of office experience preferred.
Good working knowledge of social media preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative Support Activities

- Conduct oneself in a courteous, professional fashion towards all visitors and staff, in person and on the phone.
- Maintain complete understanding and ability to maintain confidentiality of information.
- Accurately and legibly complete all documents in timely fashion.
- Prepare outgoing mail and pick up mail on a daily basis.
- Collect, sort, batch, alphabetize, code and/or place in numerical order various documents for filing, storage or processing.
- Accurate and timely entry of Supports Intensity Scale (SIS) information.
- Prepare end of month paperwork showing charges to program areas: copier count, postage amounts, office supplies and medical supplies.
- Operate office equipment such as photocopiers, scanners, facsimile machines, phones and voicemail systems.
 - Monitor available postage on postage meter.
 - Ensure all office equipment is working properly and request service when needed.
 - Order copy paper and custodial supplies when needed. Ensure copier toner cartridges are on hand.
 - Train new staff on copiers and provide technical assistance as needed.
- Log all cash and checks and prepare for deposits.
- Reconcile petty cash when necessary.
- Aid in the development, implementation and management of external communications efforts

Administrative Support for Meetings

- Provide agendas for meetings under the direction of the assigned Director.
- Gather, copy and disseminate meeting materials via email or hard copy in timely fashion.
- Make arrangements for various meetings:
 - Secure room rental or scheduling.
 - Provide room set up (in concert with IT if necessary).
 - Arrange for food as requested.
 - Take minutes that are appropriate and accurate. Disseminate in timely fashion following meeting.
 - Clean up and break down of meeting venue.

- Maintain Board of Directors correspondence and prepare board minutes and agendas for monthly mailing.
- Maintain and update the Board of Directors member roster.
- Complete periodic mass mailings to family members/guardians and the public-at-large of special meetings.

Working Skills

- Communicate effectively and regularly with all levels of employees from Direct Support Professionals (DSP) through the Board of Directors.
- Maintain open and effective communication with all disciplines.
- Perform duties and conduct interactions with agency staff and the public in a professional manner consistent with Community Options, Inc. values. Work with others in a positive manner.
- Maintain successful working relationships with all staff; handle interaction with Board of Directors
- Work with minimal supervision and recognize situations where assistance is needed.
- Deal with stress and stressful situations in an effective, productive manner.
- Provide support to fellow team members as needed.
- Accept and perform other duties required to meet the objectives of the department and the agency.

PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS: The Administrative Assistant spends numerous hours at a computer terminal. 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.

1. Administrative Assistants must guard against repetitive motion injury because they may make substantial movements (motions) of the wrists, hands and /or fingers.
2. Administrative Assistants must exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly.
3. Administrative work involves sitting most of the time, however, Administrative Assistants are occasionally required to walk or stand.
4. Administrative Assistants are occasionally required to stoop, kneel or crouch.
5. Administrative Assistants must be able to reach forward, backward and upward with hands and arms as well as use fingers for grasping, picking, pinching or typing.
6. Specific vision abilities required by this job include close visual acuity to prepare and/or analyze data, view computer terminals, view written documents and engage in extensive reading.

SUPERVISION:

The Administrative Assistant reports to the HR Manager. The Administrative Assistant has no supervisory responsibilities.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

Print Name

Sign Name

Date