**Ohio Valley Opportunities**

**Job Description**

**Job Title**: Executive Administrative Assistant

**Department:** Administration

**Reports To:** Executive Director

**FLSA Status:** Hourly/Non Exempt

**Prepared By**: HR Director

**Revised Date:** April 2014

**Approved By:** Executive Director

**Approved Date:** April 2014

**SUMMARY**

Enhances Ohio Valley Opportunities’ effectiveness by providing information management support; representing OVO to others including funding entities, program participants, Board of Directors, business associates, elected officials, vendors, and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.

Must be able to perform duties in a fast-paced environment with frequent interruptions; Ability to maintain a positive, professional demeanor with frequent high-volume calls/inquiries from program participants.

Conserves management team’s time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.

Maintains agency website, social media and updates monthly.

Gathers information from executive management and direct service personnel to produce an agency newsletter on a quarterly basis at a minimum.

Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries. Maintains customer confidence and protects operations by keeping information confidential.

Completes all other projects as assigned.

Prepares reports by collecting and analyzing information.

Secures information by completing data base backups.

Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.

Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Prepares outgoing mail, picks up and delivers incoming mail.

Schedules vehicle maintenance, vehicle use logs and key sign out log.

Acts as a liaison with agency departments and outside agencies.

Works independently and within a team on special nonrecurring and ongoing projects which may include planning and coordinating events, disseminating information, coordinating direct mailings and creating brochures.

Schedules and organizes activities such as meetings and conferences.

Maintains a data base for agency inventory of all office furniture and equipment, tagging and recording new items purchased and documenting disposed items.

Accurately enters data for Community Services Block Grant and other funding, as required.

Perform the duties of a Notary Public as necessary.

**REQUIREMENTS**

Must maintain strict confidentiality in all aspects of the agency.

Must be willing to do a variety of tasks and be detail orientated.

Must be willing to flex schedule as required to complete assigned tasks.

Must maintain a current and accurate knowledge of OVO programs and services and services provided by other community agencies.

Must maintain a positive, friendly, and helpful manner with clients, coworkers, and supervisor.

Must fulfill all duties and responsibilities with a high level of integrity, honesty, and adherence to all agency policies and procedures.

The following skills are also required for this position:

Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Equipment Maintenance, Travel Logistics, Verbal and Written Communication Skills.

**SUPERVISORY RESPONSIBILITES**

This job has no supervisory responsibilities

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High School Diploma or Equivalent, Associate’s Degree preferred; a minimum of two years of experience required, 3-5 years of experience preferred.

**LANGUAGE/COMMUNICATION SKILLS**

Must have to ability to respond to common inquiries from the public, other service agencies, and clients in a knowledgeable and professional manner. Must have the ability to compile and present information to employees and management.

**MATHEMATICAL SKILLS**

Have the ability to work with mathematical concepts and apply such concepts to practical situations.

**REASONING ABILITY**

Have the ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintain a Notary Public Certification. Maintain valid driver’s license and automobile insurance

**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.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl and talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually quiet to moderate.

The physical location for this position is the administration office in Madison.

Some out of town travel may be required.

**ACCEPTANCE**

I have read and understand the above qualifications and agree to abide by all OVO policies and procedures.

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Employee Date