



Capital Area Council of Governments Job Description

CAPCOG Title: Administrative Assistant
Division: Aging Services
Reports to: Director, Aging Services
State Title and Salary Grade: Administrative Assistant IV/A-15
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly complex (senior-level) administrative support work. Work involves providing and coordinating internal administrative support including managing agendas and meetings, data entry, billing and filing systems, procurement, and travel arrangements. Also, responds to requests for program information and prepares materials; may prepare and edit reports and documents. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Provides for ordering, bidding, and preparation of documents related to procurement of materials for division and ensures approval for and payment of invoices.
- Coordinates, schedules, organizes, and prepares division meetings, special grant project meetings and training events, including arranging for meeting space and preparing presentation and training materials.
- Prepares meeting agendas and minutes, spreadsheets, purchase requests/orders, and other documents, monitors and tracks interdepartmental documents.
- Works with division's vendors to obtain monthly billing, reviews and verifies billing for accuracy and completion; identifies and reports billing discrepancies.
- Performs data entry into state database and other tracking tools.
- Creates and manages paper or electronic filing systems, updating paperwork or maintaining documents as required. Archives documents according to CAPCOG Record Retention Schedule.
- Orders and maintains inventory of office supplies and administers the annual inventory process for the division.
- Prepares Travel Request Packages for division employees per CAPCOG policies, books travel arrangements for the traveler.
- Responds to inquiries regarding general division information, agency programs and procedures.
- Assists in the collecting, organizing, researching, analyzing of data, and/or preparation of materials in response to requests for program or division information and/or reports.
- Assists in researching, composing, designing, editing, and distributing forms, brochures, flyers, newsletters, advertising, or white papers, including compiling and editing data for reports.
- Handles incoming calls, incoming mail and mailout preparations, and greets visitors.

GENERAL QUALIFICATIONS

Education and experience may be substituted for one another.

Education: Graduation from a from a standard senior high school or the equivalent required. Post-secondary education or certification in office administration, business administration, or management preferred.

Experience: Minimum two years of experience in an position with duties including office practices and records management, general administrative functions, and managing meeting agendas and minutes required. Must have

strong verbal and written communication skills, demonstrated computer skills required including ability to develop spreadsheets, databases, and to function in email and internet applications.

Knowledge, Skills, and Abilities

- Knowledge of office practices and administrative procedures.
- Skill in the use of standard office equipment and software, including but not limited MS Office products and shared database systems.
- Knowledge of and skill in filing and electronic document management systems.
- Good oral and written communication skills including composition and grammar.
- Ability to implement administrative procedures; to interpret rules, regulations, policies, and Procedures and to communicate effectively.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Regularly
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Frequently
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs.
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs.
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

Physical Requirements KEY

- Never 0%
 Seldom 0-30%
 Regularly 30-60%
 Frequently 60-90%
 Constantly 90-100%

- Seldom would be up to 12 hours per week or 0 to 2.4 hours per day
- Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day
- Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day
- Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature and Date

Supervisor Printed Name, Signature and Date