



Date completed: February 28, 2018

Work Location: Lexington Park, MD

Employee Name:

Title: Administrative Assistant

Exempt       Non-exempt

Position Status:  FT  PT

### Company Conformance Statements

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

### Position Description

The Administrative Assistant provides administrative support to the Executive Director and performs overall office management responsibilities. Develops and maintains effective working relationships with ED and staff. Provides support to the Board of Directors (BOD) and BOD Committees. Assists with TPP programs.

### Responsibilities

- Administrative support to the ED including calendar management, drafting correspondence to external sources, invitations, expense submissions, personnel status updates, travel arrangements, etc..
- Performs Office Management duties, to include mail collection and distribution, conference room scheduling and reservation, making sure doors are unlocked and equipment available; monitoring / replenishment of office supplies, Maintains staffing calendar; responsible for ensuring office coverage at all times.
- Provides administrative support to Board of Directors; maintains board meeting schedule, prepares agendas and meeting materials, tracks attendance, takes and prepares meeting minutes. Maintains historical information related to BOD, bylaws and amendments. Supports BOD committees as needed.
- Keeps Executive Director informed of pending Board actions (e.g. BOD elections).
- Receives and assists office visitors and telephone callers, answers general questions, and makes referrals to appropriate staff when necessary.
- Responsible for external "service" contract with outside agencies; maintenance calls, routine service, reordering of copier and printer supplies, assisting staff with parts replacement and technical issues.
- Assists with TPP programs, including badge preparation, registration, order/pick up of food.
- Other duties as assigned.

### Qualifications

Associate degree/four (4) years' administrative experience required. Position requires proficiency with Microsoft office tools (MS Excel, MS Word & PowerPoint).

### Special Position Requirements

Incumbent will be exposed to sensitive personnel and operational information and must exercise the highest level of discretion. Must be willing to adjust work hours as needed to support ED and program events. Demonstrated ability to effectively communicate with other staff members to coordinate schedules and to maintain effective working relationships. Must possess ability to make decisions and exercise proper judgment in matters pertaining to TPP. Local travel may be required.

### Work Environment

The majority of the position will be performed in an office environment requiring the employee to communicate through email, phone, and in-person with co-workers, members, clients, etc. This position requires sitting at a desk for long

periods of time with occasional periods of standing and walking at events. While performing the responsibilities of the job, the employee may be required to occasionally lift heavy items up to approximately 25lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand this explanation and job description. I am aware that my duties may change as my position develops and will notify my supervisor when a change to this description should be made.

Employee acknowledgement \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor acknowledgement \_\_\_\_\_ Date: \_\_\_\_\_