



NOTICE OF VACANCY Stark County Job & Family Services

Executive Administrative Assistant

SUMMARY

Provides administrative and clerical support to the Executive Director and or designee by performing the following duties:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Relieves agency Executive Director of non-routine administrative tasks.

Serves as liaison between Directors and the media, government officials and agencies, agency personnel and the general public providing information regarding agency programs, procedures, and operations.

Prepares legal documents, and confidential correspondence.

Communicates decisions, assignments, and directives to appropriate staff.

Interprets and disseminates information, follows up to ensure compliance.

Manages and coordinates annual conferences and other training and educational opportunities for the Executive Director.

Develops and maintains confidential files.

Develops and/or assists in development of policies, procedures and programs, i.e. administrative reporting procedures and other administrative issues involving agency administration.

Updates and maintains manuals, handbooks, periodicals, etc.

Uses Executive Directors' signature, with Executive Director's approval, in their absence on specific documents-

Assists in special projects, to include public speaking engagements, assignment to committees and boards, etc. as needed.

Gathers information and statistics and prepares internal, state and/or county mandated reports.

Composes and prepares correspondence, meeting minutes, memos, tables, and graphs from rough written copy, oral instruction, tape recorder or shorthand.

Proofs documents and makes corrections. Copies and distributes materials. Creates forms for administrative use.

Screens and directs calls, handles routine inquiries.

Makes travel arrangements, determines costs, prepares encumbrances, completes expense reimbursement forms.

Trains administrative secretarial staff as needed.

Maintains supply and equipment inventory.

Maintains Executive Directors' appointment schedules, arranges meetings, prepares agendas, notifies parties involved.

Receives visitors to the Executive Director's office.

Attends meetings, conferences, and training sessions

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

To perform this job successfully, an individual should have the ability to use Microsoft Office Programs. Typing speed of 40 wpm required.

The following are examples only of office equipment routinely used and are not intended to be all inclusive: Computer, printer, copy machine, fax machine, telephone, tablet and other general office equipment.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED