

# Secretary to the Executive Director

## Classification

Exempt

## Salary Grade/Level/Family/Range

\$24,180 per year (increase dependent upon annual performance review & agency budget)

## Reports to

Executive Director

## JOB DESCRIPTION

### Summary

Plays a supportive role in the agency by undertaking a variety of administrative and clerical tasks. Assists with the daily achievement of agency goals and objectives (programmatic and fiscal). Helps to keep the agency organized and running efficiently.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions, and policies.
- Schedules and coordinates appointments for the Executive Director-meetings and events, including registration and travel arrangements as necessary.
- Answers and screens phone calls for the Executive Director; picks up incoming mail; prepares outgoing mail.
- Assists Executive Director in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication.
- Assists Executive Director with client inquiries and problem resolution.
- Assists Executive Director with meeting and event preparation, set-up, and clean up.
- Updates agency web and Facebook pages on a regular basis.
- Provides administrative support for the completion of documentation of Board agenda items.
- Disseminates information to department supervisors regarding changes to agency documents, policies and procedures, providing clarification as needed.
- Completes Executive Director's report, which requires input from all departments and is presented to the Board of Directors.
- Records cash receipts; makes bank deposits.
- Occasionally assists Fiscal Manager with monthly reconciliation of bank accounts to ensure accuracy.

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- Assists Executive Director with preparing monthly financial reports and processing monthly funding reports.
- Occasionally assists with verification of annual Office of Motor Vehicle (OMV) records on agency employees.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Helps to keep equipment operational by following manufacturer instructions and established procedures; makes arrangements for repairs when necessary.
- Provides transcription and dictation of staff meeting minutes.
- Occasionally assists with upkeep of employee files.
- Assists Executive Director and/or Programs Manager with monitoring of volunteers and community service workers. This will also include tracking and recording volunteer and/or community service hours.
- Performs other duties as assigned by the Executive Director.

**Competencies**

1. Professionalism
2. Flexibility
3. Emotional Maturity
4. Communication Proficiency
5. Administrative Writing & Typing Skills
6. Reporting Skills
7. Supply Management
8. Collaboration Skills
9. Organization
10. Technical Capacity (Microsoft Office Skills/Telephone Skills)

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Subject to long periods of sitting and exposure to computer screen. May, on occasion, lift up to 30 pounds.

**Position Type and Expected Hours of Work**

This is a part-time position. Days and hours of work are Monday through Thursday, 7:30 a.m. to 2:30 p.m.; Friday, 7:30 a.m. to 1:00 p.m. Schedule may be adjusted according to agency needs.

**Travel**

No out of town travel is expected for this position. However, daily travel to post office to retrieve mail and occasional local travel to purchase supplies may be required. May, at times, be required to attend workshops pertinent to position.

**Required Education and Experience**

1. Associate's degree.
2. Two years of related work experience.
3. Equivalent combination of education and experience.

**Preferred Education and Experience**

1. Bachelor's degree.
2. Four years of related work experience.
3. Equivalent combination of education and experience.

**Additional Eligibility Qualifications**

Applicant must have a good driving record, current driver's license, and valid auto insurance (minimum limits as required by law).

**Work Authorization/Security Clearance (if applicable)**

Applicant must be able to pass a state criminal history search. Clearance of a drug screen is also required.

**EEO Statement**

The St. Martin Council on Aging is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures:**

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**Employee/Date**

**My signature is verification that I have accepted the position offered to me and acknowledgment of my understanding of the requirements, essential functions, and duties of the position.**

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**Executive Director/Date** (Board Approved 12/14/2022)