



### Job Description

Job Title:	Administrative Assistant
FLSA Class	Non-Exempt
Reports To:	Executive Director
Hours	M-F 8:30-4:30 pm
Travel	Local
Physical Demands	This is a professional office environment. This role is largely sedentary with the ability to lift files, bend and open filing cabinets. Ability to lift up to 50 lbs.

**Position Summary:** This position provides administrative, secretarial, and clerical support to the Executive Director and the Associate Director for The Paint Valley Alcohol, Drug Addiction and Mental Health Board. Interacts professionally with a diverse group of external callers and visitors as well as internal contacts at all levels of the business.

### Essential Functions and Responsibilities

#### Executive Support:

1. Provide administrative, clerical and project support to both the Executive and Associate Director; assist in all organizational tasks as needed.
2. Coordinate meetings and scheduling under the direction of the Executive Director and the Associate Director.
3. Provide general administrative support to various departments on occasion as requested by the Executive Director.

#### Board Support:

1. Track and coordinate Board and Joint Budget Commission appointment rosters and contact information for the OMHAS and the five county Commissioners.
2. Coordinate communication with the Board of Directors. Send out communications and materials for regular, special, or executive session meetings.
3. Coordinate Board meetings, including securing of locations and support logistics. Order food and supplies for Board meetings and events.
4. Prepare and distribute Board meeting packets.
5. Take minutes at Board meetings and provide timely submission of minutes for the website.
6. Manage the Board of Director calendar schedule for dates and meetings.
7. Maintain accurate and current policy manuals, contract books, and the Board member and employee orientation manual.

#### General Administrative Support:

1. Coordinate and process all enrollment data into automated claims adjudication system.
2. Provide backup support for meetings and phones during periods of absence of Office Manager.
3. Track and calculate Board staff leaves and leave balances.
4. Other duties as assigned.

**Competencies:**

- Detailed and organized
- Time management
- Accurate spelling and grammar
- Self-motivated, proactive, and collaborative style
- Professional and ethical demeanor
- Ability to work within a team environment

**Minimum Requirements:**

- Age 18
- High School Diploma or GED
- Intermediate Proficiency in Microsoft Office Suite
- Intermediate in Excel, and Word.
- 3-5 years' experience
- Valid Driver's license and appropriate auto insurance

Note: At the Executive Director's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the Board, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

**Other Duties:**

Please note that this position 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 without notice.

Paint Valley ADAMH Board (PVADAMHB) is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. PVADAMH prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information. PVADAMHB conforms to the spirit as well as to the letter of all applicable laws and regulations. Additionally, PVADAMHB will take action to employ, advance in employment and treat qualified Vietnam-era veterans and disabled veterans without discrimination in all employment practices.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position of Administrative Assistant

Print Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: Penny Dehner

\_\_\_\_\_ Date: \_\_\_\_\_