

JOB DESCRIPTION

Position Title	Department	Reports to
Administrative Services Assistant Grade 10 (\$44,479 – \$64,778)	Administration	Director of Finance and Administration
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	July, 2024

POSITION SUMMARY

Under the direction of the Director of Finance and Administration, supports program directors to ensure efficient operation of the office. Assist with a variety of tasks related to organization and communication including answering phones, greeting clients, coordinating meetings, preparing agendas, taking meeting minutes and maintaining files. Responsible for handling confidential and time sensitive material.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Handles a wide variety of office and administration responsibilities agency wide.
- Coordinate administrative office operations on daily basis primarily for the Executive Director and assists other program directors as needed.
- Prepare agendas and minutes for several committees.
- Prepare agendas and coordinate regional mayor's meetings.
- Responsible for all required publications of minutes, agendas, etc.
- Responsible for handling confidential and time sensitive material.
- Type letters and reports, including general text, charts, forms, etc.
- Answer the coordinated entry phone as needed throughout the week for the Community Solutions of Eastern Iowa Dept. (CSEI).
- Assist front office administrative staff with answering the telephone and receiving walk-in clientele as needed.
- Responsible for coordinating meeting set-up, calling/emailing for quorums, arranging, and ordering catering, setting up meeting room, etc.
- Operate office equipment including computer, copy/fax machine, postage machine.
- Perform related work as required.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Graduation from high school with Administrative Office training required. Preference given to education credits beyond high school.
- Familiarity with computer software applications such as Windows, Word, Excel and Outlook is preferred.
- Must have the ability to multi-task and work in a fast-paced environment.

- Knowledge of office practices, equipment and materials.
- Possess valid driver's license to operate motor vehicle, a clean driving recorder and be insurable under ECIA's policies.

Desired qualifications:

- At least three years of progressively responsible administrative office experience.
- Preference given to those who have a two-year degree in administrative/clerical field, business, or related field.
- Experience taking and transcribing meeting minutes in a city, county or governmental setting.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

The physical demands include sitting and standing. Position can be mentally challenging.

ECIA is committed to promoting and supporting a diverse workplace. We are proud to be an equal opportunity employer. Women, minorities, and qualified persons with disabilities are encouraged to apply. Provide your cover letter and resume to Holly McPherson, Director of HR & Program Development at hmcpherson@ecia.org or send to ECIA, 7600 Commerce Park, Dubuque, IA 52002. This position will remain open until filled.

Visa sponsorship is not available for this position.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.