The Osborn
Position Description

Position: Administrative Assistant
Department: The Osborn Foundation
Reports to: Osborn Foundation Executive Director

POSITION SUMMARY: Responsible for performing a variety of duties to support the assigned function and supervisor; coordinating work within the unit or department as well as other departments and units, reporting pertinent information to the immediate supervisor; responding to inquiries or requests for information.

MINIMUM QUALIFICATIONS

1. A high school diploma or equivalent with an emphasis in a business curriculum; an Associate’s degree preferred.

2. Proficient reading, writing, grammar, and mathematics skills.

3. Proficient interpersonal relations and communication skills.

4. Computer literate in the Windows™ environment: PC skills; proficient typing skills; ability to operate word processing equipment or sufficient knowledge to use word processing software or other applicable software; knowledge of various office machines; visual and auditory skills.

5. Must be capable of lifting objects up to 50 lbs.

6. Requires working both indoors and outside; availability and access to private transportation (automobile); ability to climb and descend stairs.

7. A minimum of two year’s experience in related positions usually required.

SPECIAL ABILITIES REQUIRED: A respect for confidentiality; sensitivity to, and ability to work with older adults; willingness to work in the not-for-profit environment; willingness to ethically promote and support the philosophy, mission and vision of The Osborn; demonstrated ability to work with individuals from diverse backgrounds and cultures; use of good judgment in all communications relationships; ability to be self directed in completing work assignments.

PERFORMANCE REQUIREMENTS: Consistent, accurate and timely completion of procedures and work assignments is essential.

ESSENTIAL FUNCTIONS

1. Is knowledgeable of resident rights and ensures an atmosphere, which allows for the privacy, dignity and well being of all residents in a safe, secure environment. Safeguards and maintains confidentiality of all data, including resident, employee and operations data.
2. Perform a variety of duties with demonstrated acceptable good judgment, initiative, and communication skills to support the assigned function and supervision of which the following are illustrative:
   a. Type correspondence, memos, forms, tables, reports, etc.; may take and transcribe shorthand and/or dictaphone dictation; utilize word processing, spreadsheet, and specialized departmental equipment/software to prepare documents as appropriate.
   b. Answer and place telephone calls; assist callers if possible or transfer calls to the proper individual or department; take and deliver messages; greet and assist department visitors.
   c. Maintain the department’s recordkeeping and filing systems; classify, sort, and file correspondence, forms, reports, and other documents; maintain records and files.
   d. Open and sort departmental mail; prepare outgoing mail.
   e. Arrange meetings and conferences, schedule appointments, make travel and hotel arrangements, and maintain a schedule of supervisor’s commitments to avoid conflicts.
   f. Gather and assemble data from departmental records and other sources and prepare, complete, and/or process reports, records, billings, mailings, and other materials.
   g. Process payroll and benefits including assuring personnel files are complete; communicate with personnel regarding processing time cards.
   h. Orient, supervise, delegate, schedule, and train administrative staff as assigned.
   i. Write letters, design materials, and record and transcribe minutes.
   j. Create and maintain databases.

3. Coordinate specific work tasks with other personnel within the unit or department as well as with other units and departments in order to ensure the smooth and efficient flow of information.

4. Report pertinent information to the immediate supervisor as requested or according to an established schedule, compiles information as necessary or as directed, and provide data to the appropriate personnel.

5. Respond to inquiries relating to his/her particular area within given timeframes and established policy.

OTHER DUTIES
Perform tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

JOB LOCATION
As assigned.

EQUIPMENT/MACHINES USED IN THE PERFORMANCE OF THIS JOB
The incumbent must maintain skills necessary to safely and efficiently operate the following equipment and machines used in the performance of this job:
   1. Telephone
   2. PC
   3. Printer
   4. Copy machine
   5. Fax machine
6. Calculator
7. Specialized software applications per assigned department

RECEIPT AND ACKNOWLEDGMENT
I acknowledge and understand that:
• receipt of the job description does not imply nor create a promise of employment, nor an
  employment contract of any kind, and that my employment is at-will.
• the job description provides a general summary of the position in which I am employed, that the
  contents of this job description are job requirements and, at this time, I know of no limitations
  which would prevent me from performing these functions with or without accommodation. I
  further understand that it is my responsibility to inform my supervisor at any time that I am
  unable to perform these functions.
• job duties, tasks, work hours and work requirements may be changed at any time.
• acceptable job performance includes completion of the job responsibilities as well as compliance
  with the policies, procedures, rules and regulations of the Corporation.

I have read and understand this job description.

I acknowledge that I understand and accept the duties and responsibilities described:

Employee Signature:_______________________________ Date:_______________

Supervisor’s Signature:_____________________________ Date:_______________

Review Dates:_____________
Review Dates:_____________
Review Dates:_____________

January 2005