

Long Reach Community Association

8775 Cloudleap Court • Columbia, Maryland 21045

Administrative Assistant Part Time / Non-Exempt

The Administrative Assistant performs administrative and bookkeeping support activities for the Village Manager and other staff in the Village. This position assists in fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. This position requires extensive software skills and internet research abilities. This position reports to the Village Manager.

Responsibilities

- Provides administrative support and assistance to the Village Manager
- Provide staff support for the Board and committees as necessary.
- Take minutes at all Board meetings and present copies of the minutes within three (3) days of the meeting.
- Handle Board and Administrator correspondence, including composing letters.
- Handle in-coming and out-going mail.
- Perform research and compile reports as directed by the Administrator.
- Serve as contact person who will channel information to and from the Board and committees.
- Make arrangements for Board and committee meetings.
- Attend meetings when necessary.
- Maintain files, policy manual, procedure manual, reading files.
- Perform general office duties.
- Budgetary responsibilities for the following areas of village administration income and expenses; office supplies, postage, telephone, payroll company, village insurance policies, copier, newsletter advertising.
- Oversees facility rentals, looks over contracts for accuracy.
- Responsible for the maintenance of office equipment.
- Handle and maintain the time sheets for the personnel, and schedule vacations.
- Assist the Administrator in working with all committees and with volunteer recruitment and retention.
- On call for any emergency at all times.
- Maintains an inventory of office supplies and orders new products as needed
- Answers phones, greets visitors, and assists visitors as necessary
- Other duties as assigned by the Administrator.

Qualifications

- Bachelor's degree required
- 4+ years of strong administrative assistant experience
- Advanced proficiency with G Suite & MS Office
- Ability to gain thorough knowledge of Village policies, practices and procedures
- Familiarity with WordPress and social media platforms
- Strong written and verbal communication skills
- Strong organizational skills and ability to prioritize effectively
- Strong interpersonal and customer service skills
- Must work a consistent schedule to be arranged with the Administrator,
- Must be willing to work flexible hours. (occasional nights and weekends required)

Administrative Assistant Job Description

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ADA Requirements

This job operates in a services 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines

- This position would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Basic math skills needed to add, subtract, divide, and multiply
- Must be able to read diagrams
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned
- Ability to lift up to 20 pounds. Though work routinely requires no unusual demand for physical effort, there may be times that it may involve stooping or bending, lifting of moderately heavy items such as equipment, boxes, or furniture during set-up or clean-up of events.
- Long periods of walking or standing may be also necessary.
- Work may occasionally involve making deliveries and working outdoors and/or in adverse weather condition.

DISCLAIMER: This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

I have read and reviewed this job description

Signed

Date