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Executive Assistant

Description

The Executive Assistant performs a variety of complex and confidential senior-level administrative work to support the functions of the Executive Director and Management Team. The work involves use of independent judgment, discretion and initiative within the scope of duties, and it requires the polished communication skills necessary to deal with a variety of routine and non-routine situations in representing the Executive Director's Office.

TO APPLY: Download and submit your application using the links at the lower left-hand side of the page. A signed, completed application is required; submission of a resume is optional and does not replace the application form. MCCFL is an Equal Opportunity / ADA Employer.

Responsibilities

The following list represents the essential responsibilities (functions) of the position. Other duties may be assigned.

- Perform confidential administrative functions with increasing latitude for independent judgment and action. Screen and triage requests to see the Executive Director; manage Agency administrative records; compose and assemble letters, memos, documents and reports; manage Executive Director and Deputy Director calendars.
- Prepare and maintain Agency contracts. Establish and maintain a tickler and tracking system; make necessary contacts, follow-up to ensure timely notification. Prepare contracts for review and signature; distribute contracts as necessary; maintain all associated records.
- Organize and prepare meetings for the Executive Director and Deputy Director. Contact and confirm participants; arrange meeting logistics; prepare agendas; prepare minutes or other reports as required; maintain all associated records.
- Provide administrative support to the following boards: Tri-County Mental Health Board, Prevention & Treatment Advisory Board (PTAB), and other boards and teams as assigned by the director. Prepare Board packets; prepare and advertise public meeting notices as required; arrange meeting logistics; prepare and distribute minutes; maintain all associated records.
- Maintain Executive Director's files and record system. Develop and monitor tracking system for staff work assignments made by Executive Director.
- Provide administrative support for audits. Assemble requested materials prior to audit; arrange logistics for auditors. Develop and execute special projects, as assigned.
- Respond to information inquiries from staff, clients or general public seeking information about the agency.
- Provide administrative support to other departments, as assigned; provide occasional back-up for office support staff including reception and telephone duties.
- Regular and reliable attendance; professional communication; maintaining confidentiality.

Qualifications

Date posted

June 27, 2019

Closing Date

Open Until Filled (First Screening: 7/12/2019)

Salary Range

\$ 3,487/Mo - \$ 4,238/Mo

Salary Note:

Starting salaries at MCCFL are assigned considering the applicant's qualifications and experience measured against internal factors. Therefore, the successful applicant is typically appointed at the beginning steps of the salary range.

Program/Department

Administration

Status

Full Time, Non-Exempt

Job Location

The Dalles Oregon

Download Required Application Here!

[MCCFL Employment Application](#)

Job Benefits

[MCCFL Benefit Summary](#)

Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- High school diploma or GED;
- Certification as an administrative assistant or equivalent training/experience;
- Three (03) years of responsible, senior-level experience providing administrative support to an executive or manager.
- Must possess a valid Oregon or Washington Driver's License, maintain an acceptable driving record and be insurable for travel between business offices and community locations for meetings and/or trainings.
- Must pass all criminal history check requirements as required by ORS 181.536-181.537 and in accordance with OAR 407-007-0200 to 407-007-0370.

OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Considerable knowledge of the practices and techniques of modern office administration including records maintenance, scheduling, word processing; administrative research and reporting; knowledge of scheduling techniques; knowledge of meeting minutes preparation; knowledge of the principles and practices of time management; knowledge of business English and grammar.

Skill: Skill in the use of standard office machines; skill in the use of Microsoft Office, database systems, and other business applications.

Ability: Ability to understand and effectively apply the concepts and practices of a trauma-informed philosophy in performing the work. Ability to perform responsible and complex administrative work involving the use of independent judgment and discretion; ability to independently anticipate and provide administrative support in a broad range of areas and effectively function as an assistant to the Executive Director; ability to research and compile a variety of administrative reports; ability to evaluate non-routine circumstances and choose the appropriate action; ability to manage executive schedules and perform senior-level administrative support duties from general instructions; ability to interpret and apply relevant laws, ordinances, rules, policies and procedures; ability to maintain confidentiality; ability to organize and execute work effectively under the pressure of time-sensitive deadlines; ability to work with grace and good humor under pressure; ability to work cooperatively with other departments; ability to communicate effectively, both orally and in writing; ability to establish and maintain harmonious work relationships with co-workers at all levels of the organization, consultants, contractors, community partners, consumers and the public.

Physical Demands and Work Environment

- While performing the essential duties of this position, the employee is regularly required to use office automation including computer and phone system that requires fine manipulation, grasping, typing and reaching. The employee may be required to sit or stand for several hours at a time, depending on environment and need. This position may occasionally be required to lift up to twenty (20) pounds, and to kneel, reach, bend or squat while in the office or in the community.
- Specific vision abilities required by this job include close vision, peripheral vision, and depth of perception, the ability to adjust focus, and distance vision (if driving).
- The employee should possess a valid driver's license for vehicle travel both locally and regionally in order to attend required meetings and/or

trainings, or otherwise possess a reliable alternative form of transportation.

- Work is performed in an office environment, but may require frequent travel between MCCFL offices and also to other community locations as needed. The office environment is typically with moderate stimuli and may often result in exposure to increased sensory experiences. Universal Precautions and remaining alert to environment are critical to address the potential for violent behavior, safety concerns, biohazards, noise and contaminants.