

SOUTHERN ARIZONA ASSOCIATION FOR THE VISUALLY IMPAIRED
POSITION DESCRIPTIONS

ADMINISTRATIVE SPECIALIST

BASIC JOB SUMMARY: Provides Administrative support in all areas of the organization with focus on HR responsibilities.

SUPERVISION RECEIVED: Finance Director

SUPERVISION EXERCISED: none

NON-EXEMPT POSITION: subject to Federal & State overtime laws. Starting hourly rate \$13.50 to \$15.00 DOE

MINIMAL QUALIFICATIONS:

- Minimum two years college education, plus two years experience using MS Office or an equivalent combination of education and experience.
- Must have a minimum of one year previous experience with HR responsibilities.
- Must have excellent computer skills.
- Must be organized and be able to multi-task.
- Must be self-directed with ability to incorporate whole agency/system and multiple needs into all work.
- Must be able to produce detailed work accurately.
- Must have valid driver's license and clean driving record.
- Must be able to obtain a fingerprint clearance card.
- Excellent problem solving and critical thinking skills.
- Excellent writing and communication skills.

BASIC JOB FUNCTIONS:

Tasks and Duties:
Responsible for all HR files and maintaining current documentation for employees including written correspondence to employees when files need updating.
Maintain relationship with employee benefits insurance agent and negotiate rates and coordinate open enrollment annually.
Maintain donor database and produce donor acknowledgements and thank you letters within one week of receipt of donation.
Maintain contacts and agency mailing list for newsletters or other mailings.
Greet walk-in visitors and clients and direct them to the correct program area or staff person.
Computer data entry using various computer programs.
Agency support for transporting clients or other driving when needed.
Other administrative and clerical support as required.

CORE ORGANIZATIONAL FUNCTIONS:

ORGANIZATIONAL VALUES
Image (personal and facility): Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
Attitude: Demonstrates the utmost care and courtesy for everyone.
Respect for one another: Demonstrates respect and dignity for all.
Responsiveness and wait time: In person and on the phone keeps customers and vendors updated.
Communication: Follows agency communication protocols, effectively communicates with all people.
Courtesy: Demonstrates courtesy, clarity, and care in interactions with others.
Safety: Maintains safe working environment for self, other employees and visitors in accordance with applicable standards relevant to the position's job duties.
Systems Thinking: Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
Trust: Maintains confidentiality and trust for all employees, customers and visitors
Adaptability And Flexibility -
1. Initiates improvement in work process in daily and long-term activities.
2. Adjusts to new procedures and changes as the need arises.
3. Demonstrates flexibility and adjusts well to multi-tasks and fast paced office environment
4. Demonstrates problem solving and creativity/motivation for change and enhancement of the organization

Employee

Date

Supervisor

Date

Executive Director

Date