



Job Description

JOB TITLE: Administrative Specialist

PROGRAM: Administration

REPORTS TO: Executive Director

TYPE OF POSITION: Non- Exempt

APPROVED BY:  _____ **DATE** 7/28/2022
Executive Director

SUPERCEDES JOB DESCRIPTION DATED: 4/21/19 (Executive Administrative Assistant), 1/4/201, 3/5/2021, 5/5/2021, Administrative Services Coordinator 6/18/2021, Administrative Services Clerk 6/21/2021, 9/9/2021

I. JOB SUMMARY: Under the supervision of the Executive Director and collaboration with Administration Coordinator, and supervision of Department Director in keeping with the mission and values of the organization, organizes and manages the administrative functions of the agency including records and Administrative reports/documents, etc.

II. QUALIFICATION REQUIREMENTS:

Skills/Knowledge:

- Proficient in MS Office (Word, Excel, Outlook, etc.) and communications technology.
- Knowledge of all standard office tasks and equipment.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to details and problem-solving skills.

Education/Training: Associate in Office Administration or similar preferred.

Experience: If Office Admin degreed, two years' experience in office management. In non-degreed, minimum three years office work experience required.

III. ESSENTIAL JOB FUNCTIONS:

- **Maintains consumer and employee confidentiality on all levels.**
- **Demonstrates acceptance and implementation of the organization philosophy of family centered, strengths-based, youth-driven collaborative services.**

- **Provides efficient operation of the administrative offices**
 - Providing administrative and clerical support in a friendly, professional manner.
 - Clerical tasks as directed, including typing, filing, data input, creation of forms and photocopying. Maintains and updates general forms, including filing, and verification of filing materials, tracking receipt and request for all required documents.
 - Processes mail and directs correspondence to identified staff. Processes all incoming AP and logs onto Check Log. .
 - Creates, maintains and updates overall agency brochures, business cards, etc.
 - Coordinates efforts with all personnel to assure that the lounge, microwave, refrigerators, etc. are kept clean and that the office presents professionally. Recyclables are completed on a weekly basis or more as needed. Staff refrigerators are cleaned out weekly or more as needed.
 - Property Management – co support with Administration Coordinator.
 - Serves as the Co-Chair along with Administrative Coordinator of the Risk Management and Prevention Committee.
 - Troubleshoots phone, copier, computer and network issues.
 - Other tasks as assigned.

- **Coordination of staff/agency events, etc.**
 - Co-chairs and/or assist Administrative Coordinator in planning and implementation of events.
 - Annual Meeting of the Board of Directors
 - Community Events – KUW, Kauai Charity Walk, etc.
 - Monthly Employee celebrations
 - Annual Staff Mahalo event
 - Others
 - Other tasks as assigned.

- **Administrative Support – Identified Programs Department**
 - Provide clerical support to Department Director.
 - Performs clerical tasks as directed, including typing, filing, data input, meeting note-taking, creation of forms and photocopying.
 - Other tasks as assigned

- **Attends trainings and meetings as required.**

IV. OTHER JOB FUNCTIONS: Performs other tasks as assigned.

V. WORKING CONDITIONS:

Environment: Air-conditioned office setting with little or no exposure to extremes of heat, noise or health hazards; occasional meeting facility or conference setting.

Equipment Use: Telephone, and all standard office equipment, and passenger vehicle.

Work Hours: Normal business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Flexibility required. Occasionally more than 40 hours a week, weekend and evening hours.

- VI. **PHYSICAL DEMANDS:** Must be able to perform job duties at a computer/desk for long periods of time; able to lift, carry, push or pull up to 30 pounds and infrequently up to 50 pounds.
- VII. **MENTAL DEMANDS:** Frequent work under pressure, or deadlines, attention to detail, frequent decision-making, and use of judgment and discretion. Ability to prioritize and manage multiple tasks and a changing workload. Ability to work effectively in a high-traffic area.
- VIII. **COMMUNICATION DEMANDS:** Frequent reading and writing required; requires ability to interpret written and oral needs/requests of others; must work collaboratively as a member of a team; must relate well with and work cooperatively with different ethnic groups and be sensitive to the cultural, language or dialect, financial, and educational diversity of colleagues and consumers.
- IX. **OTHER:** Must have access to a vehicle, and if driving, must have a valid driver's license, safe and responsible driving record, current no-fault auto insurance, with a minimum of \$100,000.00 bodily injury liability coverage.

This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title **Administrative Specialist** and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee Signature

Date