

# Job Description

**Position Title:** Administrative Assistant

**Reports To:** Director of Operations, Deputy Executive Director and  
Assistant Executive Director of Personnel, Safety and Security

## Position Summary

Under the direction of the Director of Operations, Deputy Executive Director and the Assistant Executive Director of Personnel, Safety and Security, the Administrative Assistant II is responsible to/for: Screening calls; Managing calendars; Making travel, meeting and event arrangements; Handle confidential correspondences; Prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet, database or presentation software; Collect and analyze data as requested for various administrative decisions; Answer and screen phone calls and direct calls to the appropriate party as well as take and forward messages; Attend meetings and record minutes as directed; Read and analyze incoming mail, faxes, e-mails, memos, submissions and reports to assess their level of importance and plan their distribution; Greet and announce visitors and determine whether they should be given access to specific individuals; File and maintain documents records and reports; Perform general office duties including but not limited to ordering supplies, maintaining records and databases, filing, drafting letters, managing calendars, preparing presentations, coordinating meetings.

In addition, the Administrative Assistant II will support the Assistant Executive Director of Personnel, Safety and Security with respect to Human Resource functions including but not limited to: scheduling interviews, acquiring driver abstracts, preparation of new hire paperwork for business office, ordering criminal background checks, scheduling annual, DOT and new hire physicals and drug screens, bi-annual ordering of union and non-union uniform items and maintaining costs pursuant to annual budget amounts, preparation of annual notices to employees, maintain attendance records including all sick, vacation and personal time used, prepare FMLA paperwork, review weekly timecards and prepare timesheets for payroll processing and maintain monthly overtime and seniority lists, maintain records of licenses acquired and prepare paperwork for yearly salary increases and maintain a high level of confidentiality at all times. Perform research on salary, benefits and working conditions to assist in collective bargaining. In addition to the above duties, the Administrative Assistant II may be required to perform the duties of the Administrative Assistant I in their absence or for any reason that management may require.

## Basic Requirements

1. Education
  - a. Required-High school diploma.

- b. Preferred-Sixty (60) credits from an accredited college or university or successful completion of a program of secretarial training.
- 2. Licensure/Certification
  - a. Required-Must possess a valid driver's license.
- 3. Experience
  - a. Required-Two (2) years of experience in the capacity of an Administrative Assistant to an executive or administrative official in a public or private organization.

## **Basic-Tasks and Responsibilities**

1. Ensure that the Director of Operations is made aware of all correspondences, appointments, meetings and tasks needing his attendance or input.
2. Follow-up with employees, vendors, professionals and customers at the direction of the Director of Operations.
3. Participate as needed in the preparation of the Authority's annual operating budget regarding office needs.
4. Review timecards for accuracy and prepare timesheets for payroll processing.
5. Prepare Department of Environment Protection exceedances.
6. Maintain confidentiality regarding all personnel matters.
7. Organizing, planning and prioritizing work.
8. Oversee the prompt receipt and deliver of the Director of Operations' written correspondences and certified mailings.
9. Prepare various documents and excel statements/reports.
10. Participate in the development and implementation of the Authority's goals and objectives.
11. Respond to customer complaints or concerns as directed.
12. Effectively communicate with co-workers, supervisors, vendors, professionals and customers in a professional manner.
13. Evaluate phone calls, requests, correspondences and other demands for the Director of Operations' attention and determine which matters require immediate attention.
14. Manage the Director of Operations' calendar, coordinating meeting times and access to minimize unnecessary disruptions.
15. Keep accurate records, prepare and analyze comprehensive reports, prepare memos and other written correspondences.
16. Draft contracts and other similar documents.

## **Knowledge, Skills and Abilities**

Knowledge of: Office and clerical practices and procedures and systems such as word processing, managing files and records, stenography and transcription, Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar; How to perform complex word processing tasks; Authority's established policies and procedures; Preparing or overseeing the preparation of statistical and other reports as requested

by the Board and/or the Executive Director; Principles and processes for providing customer and personal services including but not limited to customer needs assessment, meeting quality standards for service and evaluating customer satisfaction.

Skills in: Multi-tasking; Coordination of work; Handling of stressful situations; Active listening; Reading comprehension; Customer service; Discretion; Social awareness; Time management; Problem identification and resolution; Project management; Budget management; Public purchasing; critical thinking.

Ability to: Prepare thorough, accurate reports that are readily understood; Diagnose and solve problems related to the assigned areas of responsibility; Forecast future office needs; Assess and recommend upgrades/changes to the Authority's office systems; Prepare reports, financial documents, letters, memos, spreadsheets, tables of organization, flow charts and other documents as directed; Communicate information in a manner so that others will understand; Ability to hear, listen and comprehend verbal communication; interact with supervisors, subordinates and members of the public in a positive and professional manner; work as part of a team.

### **Essential Functions of the Position**

The essential functions of the Administrative Assistant include but are not limited to:

1. The ability to read, write, speak and understand the English language sufficiently to perform the functions of the position.
2. Strong knowledge of or proficiency with various office/business related software packages to include word processing, e-mail, scheduling, database and presentation software.
3. The ability to handle confidential matters with integrity and discretion.
4. Exert force to move objects as follows:
  - a. Exert up to 10 pounds of force occasionally.
5. Ability to type and utilize office equipment including but not limited to typewriters, personal computers, keyboards, laptops, tablets, adding machines, calculators, recording/transcription equipment, telephones, projection equipment.
6. Self-control-defined as the ability to deal with customers and co-workers in a calm professional manner.
7. Ability to take direction, instruction or criticism and respond in a positive manner.
8. Have the ability to multi-task and handle multiple assignments and responsibilities simultaneously.
9. Ability to legally operate Authority owned passenger vehicles on public roadways in the State of New Jersey.

10. Must demonstrate the ability to be self-motivated and possess the ability to work effectively with little or no direct supervision.
11. Perform routine daily administrative activities including but not limited to processing paperwork, coordinating schedules, planning meetings, preparing documents, filing and maintaining records.
12. Must be able to report for work, on time, physically fit in a predictable and reliable manner.
13. Must be able to work extended hours and overtime as needed. Must be able to work any shift as needed to complete the Authority's mission.
14. Must have the ability to meet any and all deadlines.
15. Must have the aptitude to attend training on and learn new processes and equipment as needed.

### **Working Conditions**

1. Ability to work any assigned shift including nights, weekends and holidays;
2. Ability to work extended hours as needed.
3. Sedentary work but may call for standing or walking for brief periods of time.
4. Indoor work.
5. Exposure to artificial light and climate controlled by an HVAC system.
6. Requires use of office equipment including but not limited to computers, printers, telephones, shredders, fax machines, e-mail, calendars, dictation devices.
7. Reaching, kneeling, climbing, crawling, grasping, holding and twisting various objects in the performance of daily activities.
8. Adherence to deadlines.