



Job Description

PCN(s)	08-X036
JOB TITLE	Administrative Assistant
LOCATION	Anchorage
RANGE	14
REPORTS TO	Executive Assistant AIDEA 08-0213/HR Director (08-0455)
FLSA EXEMPT	NO
REVIEWED BY (NAME AND DATE)	Raymie Hamann, Megan Schmidt
APPROVED BY (NAME AND DATE)	Megan Schmidt
Effective Date	September 2022

POSITION PURPOSE:

Performs administrative support across AIDEA including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs. This position may be required to dedicate a majority of time to a particular department but no one department is the singular concern of the position.

ESSENTIAL FUNCTIONS:

- Handles confidential and time sensitive materials, professionally.
- Contributes to the team by ensuring all duties are completed accurately, professionally, and timely. Anticipates the needs of others in order to ensure a productive work environment.
- Provides support to management, employees, and visitors by handling a variety of tasks in order to ensure that all interactions between the Authority and others are positive and productive.
- Assists in the preparation, generation, and distribution of reports, presentations, meeting minutes, correspondence, etc. Assistance may include drafting, formatting, and proofreading for completeness, consistency, and clarity.
- Creates and/or maintains an effective and efficient electronic and physical filing system.
- Handles a variety of office tasks, including, but not limited to, receiving, sorting and distributing mail; photocopying, scanning, and printing documents on behalf of others; screening calls and routing callers to the appropriate party; assisting others in the operation of office and meeting equipment; submitting and reconciling expense reports; coordinating with other administrative staff to maintain office supplies.

- Provides scheduling support by booking meetings and preventing conflicts; scheduling and preparing meeting rooms, greeting and assisting visitors; providing support operating the teleconference, videoconference, and other electronic equipment; scheduling and/or coordinating catering; preparing meeting materials; recording and transcribing meeting minutes, proofreading and finalizing minutes. These tasks may include contact with members of state and local agencies and members of the public.
- Makes travel arrangements, such as booking flights, cars, and making hotel and other reservations.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

While performing the duties of this job, the employee is frequently required to sit; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS

Requires basic skills in spreadsheet software, database software, and email. Requires intermediate to advanced skills with word processing, software programs (described below), and general office equipment. Basic knowledge of HTML and experience publishing content to and updating websites.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient in the following software programs: Outlook, Word, Excel, PowerPoint, SharePoint, and Adobe Acrobat Pro. Knowledge of office equipment, teleconference and video conference equipment, copiers, fax machines, phones, plotters, oversize-printers, postage machine, and color printers.
- Ability to type (min. 50 wpm), format documents, and proofread accurately. Must have skills in customer service and phone etiquette. Ability to be responsive to requests from others.
- Ability to organize, set priorities, and coordinate a variety of administrative functions.
- Ability to communicate professionally and effectively both verbally and in writing.
- Ability to work independently in a busy office environment, analyze situations accurately, and take prompt, effective action.
- Ability to use discretion and use good judgment; solve problems and anticipate needs; multitask and actively contribute to the success of the team.
- Skilled at attending to details in all projects and assignments, understanding that accuracy is critical.

QUALIFICATIONS:

High school diploma, or equivalent, and a minimum of four years of Administrative Assistant experience required. Equivalent experience may be considered in lieu of Administrative Assistant experience. Associate's degree in a related field preferred.