



## EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

### STATE SUPPORT TEAM REGION 11

#### JOB DESCRIPTION

## **ADMINISTRATIVE ASSISTANT (EVENT PLANNER)**

#### **Minimum Qualifications:**

- Associates degree or equivalent combination of training and work experience in education, business, management, or closely related field.
- Administrative assistant or office management training is desirable.
- Meets all mandated health requirements.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and board policies.
- Valid Ohio driver's license.
- Evidence of organizational, planning and project management skills.
- Proficient in oral and written communication skills.
- Ability to multi-task and demonstrate strong diplomacy skills.
- Proficient in office protocol and the use of information technology systems.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Proficient in the use of office and management information software (e.g., Microsoft Word, Excel, PowerPoint, etc.).
- Congenial telephone etiquette and experience operating a multi-line system.
- Able to provide quality customer service.

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Director/designee

#### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Performs administrative support duties that facilitate effective administrative operations.

- Uses independent judgment and takes the initiative to perform tasks independently.
- Identifies and implements procedures that improve productivity.
- Organizes and maintains a functional filing system that ensures the safe retention and efficient retrieval of office records.
- Upholds Board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the center.
- Supports community/school partnerships that enhance the center's operation effectiveness.
- Respects personal privacy and maintains the confidentiality of privileged information.
- Answers the telephone and directs calls based on the nature of the inquiry.
- Takes/delivers messages while managing calls efficiently to keep telephone lines open.
- Maintains an office calendar of internal/external trainings.
- Schedules appointments as directed.
- Acknowledges visitors and determines the reason for their visit. Answers questions.
- Verifies appointments and directs visitors to the appropriate person or office.
- Keeps current with program, policy, and procedure changes.
- Keeps staff informed about relevant issues.
- Refers inquiries requiring policy interpretation to administrators.
- Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, compile, tabulate, post, store, retrieve, scan, modify, print, etc.).
- Verifies the accuracy of database information as directed.
- Works to plan and facilitate events including submitting planning forms, room/equipment, request forms, and purchase order requisition forms.
- Orders/schedules materials, sign-language interpreters and any other necessities for events.
- Registration preparation for events, sign-in, room arrangements, table tents, supplies, etc.
- Creates certificates of attendance for those at events/trainings.
- Compiles RSVPs, sends meeting reminders, confirmations and special requests for events/trainings.
- Composes and types routine correspondence, memos, notes, forms, e-mails, etc.
- Collects, compiles, edits, and types statistical data and reports as directed.
- Uses photocopying and computer printers to produce documents. Fixes minor equipment malfunctions and contacts appropriate staff to schedule repairs as needed
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Types, duplicates, assembles, and processes routine and special mailings.

- Assists special projects as directed.
- Maintains forms related to administrative guidelines/procedures and program functions.
- Keeps files and supplies properly stored to maintain an orderly office.
- Keeps current with advances in office technology and updates office procedures as needed
- Cross-trains with other support staff as directed and offers assistance when needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Assists staff with projects or requests.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed by the Superintendent/designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020