

OFFICE ADMINISTRATOR: The Office Administrator reports directly to the Deputy Executive Director and has the following responsibilities:

1. Supervision:

- a. **Staff:** Office Support Assistant

2. Performance - Regular Assignments:

- a. Direct and coordinate all administrative support function for divisions reporting to the Deputy Executive Director.
- b. Draft memos, reports, manuals, notices, agenda items, and other documents as appropriate in accordance with ICCB style and standards.
- c. Edit correspondence, reports, memoranda, manuals, and similar materials with responsibility for determining accepted ICCB format standards and correcting errors in sentence and paragraph structure, spelling, punctuation, and grammar.
- d. Schedule office main desk telephone coverage during the lunch hour; back up for main desk telephone coverage, as needed.
- e. Make all necessary travel arrangements for assigned divisions including preparation of approval requests, transportation reservations, and lodging accommodations, as requested; prepare related invoices and travel vouchers.
- f. Make arrangements for meetings and conferences following general instructions including scheduling facilities, processing attendee registration, copying and distributing materials to participants, and maintaining documentation of conference attendees. Take minutes for meetings, when necessary.
- g. Screens calls and visitors for supervisors and staff. Determine needs and handle routine inquiries, requests, or problems.
- h. Develop and maintain contact lists and listservs.
- i. Establish and revise calendar(s) of designated staff, informing him/her of impending engagements.
- j. Prepare and process outgoing mail.
- k. Log in division proposals, reports, and survey submissions on prepared forms.
- l. Stock copiers and printers and provide routine copier and printer maintenance.
- m. Complete purchase requisitions and coordinate purchase requests with finance division.
- n. Perform other duties as assigned by the Deputy Executive Director.

Minimum Qualifications:

- 1. High school graduation or equivalent.
- 2. Any one or combination totaling one unit of the following:
 - a. Four years of work experience comparable to the third level of this series = 1.0 unit.
 - b. Two years of work experience comparable to the fourth level of this series = 1.0 unit.

Additional Desirable Qualifications:

1. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
2. Thorough knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Demonstrated ability to communicate effectively, both verbally and in writing.
4. Ability to utilize computers and computer systems (including hardware and software) to enter data, or process information.
5. Experience providing guidance and direction to support staff.