



## UMATILLA COUNTY POSITION DESCRIPTION

**Department:** CDDP  
**Position Title:** Administrative Assistant

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** \_\_\_\_\_ **Salary Range:** 18  
**Union Covered:** Yes **BOLI Exempt:** No

### **GENERAL DESCRIPTION OF POSITION**

Provides administrative and clerical support to the Developmental Disabilities program. Serves as office coordinator between vendors, maintenance, IT, and DD staff concerning office operations. Responsible for reading, transcribing, and maintaining accurate records, scheduling meetings/appointments, and assisting the public as needed. Provides support to Director and Supervisor in tasks related to budgets, policy, procedures, emergency planning, and other areas primary to the operations of the DD program. Maintains various data systems related to staff training requirements, advisory council members, inventory, etc. Monitors inventory, training requirements, quality assurance timelines, and transmittals and assists in preparing policy drafts, procedures, and reports for the Director and Supervisor. Responsible for monthly payables/reimbursements, which include: ensuring proper signature, required attachments, and correct General Ledger codes are submitted to the Finance Department promptly.

### **SUPERVISORY RELATIONSHIPS**

Supervision received: works under the direction and guidance of the Human Services Director and the Developmental Disabilities Supervisor. Provides office support to departmental staff.

### **PRINCIPAL DUTIES OF POSITION**

1. Maintains the latest knowledge of all clerical duties. Arranges for DD program staff travel, including hotel accommodations and land and air transportation bookings as needed. Oversees Department vehicle maintenance logs and schedules vehicle service as required.
2. Coordinates and organizes department meetings and conferences, including meeting venue bookings, catering requirements, and audio-visual equipment, and tends to other needs as required.
3. Completes internal and external correspondence and distributes as directed. Prepares meeting agendas, prepares and distributes meeting minutes, and maintains organized paper and electronic files. Greets visitors, arranges conference calls, and schedules meetings for the Director and other DD program staff.
4. Performs financial record keeping and accounting for accounts payable/payroll personnel.

Acts as department liaison to Finance Department regarding account payable policy and procedures. Responsible for monthly payables/reimbursements, which include: ensuring proper signature, required attachments, and correct General Ledger codes are submitted to the Finance Department promptly.

5. Monitor costs on a timely and regular basis. Prepare budgeted expenditures according to policy and procedure and within budgetary allowance, consulting with Director as appropriate. Participates in developing and implementing departmental policies for budget, data management, purchasing, and accounts payable/receivable. (EE)
6. Develop, produce and maintain reports, including the DD program policy and procedure manual.
7. Organizes, attends and maintains accurate minutes of all Advisory Council, Provider, Staff, and other meetings as assigned. Ensures accurate meeting calendar and communicates with participants about meetings, schedules, and locations. Prepares and provides packets and meeting materials for the Chair. Assists in preparing Advisory Council members for the discussion and gathers additional information to ensure equitable access and participation for all members. Maintains Advisory Council records. Assists with recruiting and filling vacant Council positions.
8. Assists Adult Abuse Investigator in collecting, maintaining, and reporting accurate data. Prepare quarterly Serious Incident reports and coordinate Serious Incident Team meetings to review and update reports.
9. Assists the Director, Supervisor, and Abuse Investigator in preparing and submitting required reports to the Office of Developmental Disabilities, Office of Training and Investigation Services, and other entities as requested.
10. Updates DD webpage and relevant social media pages and provides additional website updates to the IT department to ensure up-to-date DD program information is posted on the intranet/website.
11. Orders office equipment and clerical supplies for all DD staff as approved. Orders and prints required forms, educational materials, and other requested items from appropriate vendors when necessary. Maintains master forms file and ensures documents are updated. Maintains the inventory of all supplies needed for copiers and printers, as well as other office equipment and accessories. Troubleshoots copier and printer problems and arranges for maintenance as required.
12. Troubleshoots and communicates with the Maintenance Department on office maintenance issues and ensures problems are resolved. Fills out maintenance requests as needed.
13. Reviews and submits timesheets for all department personnel to Human Resources. Receives employee leave requests and ensures they are signed and approved by the appropriate supervisor. Prepares and tracks copies of payroll change notices. Monitors staff vacation and sick leave use/accrual and reports any discrepancies to the employee's immediate supervisor as appropriate after verifying balances with County Pay and Benefits Administrator. Distributes paychecks to staff. Prepares requests for recruitment for vacant positions for Human Resources and participates in making hiring recommendations, as requested
14. Maintains certifications and training necessary to access eXPRS, CAM, Therap, and any other system that requires credentialing to complete job duties.
15. Reviews all incoming transmittals, logs transmittals into an appropriate software program, identifies affected staff and needed action, and makes recommendations for implementation.
16. Attends meetings as requested by the Director or Supervisor. Participates in developing and implementing DD program vision, mission, values, goals, strategies and projects. Represents DD program at appropriate levels in local, County and State groups as requested by the

Director or Supervisor.

## **REQUIREMENTS FOR POSITION**

### **GENERAL/ORGANIZATIONAL**

These competencies need to be demonstrated by everyone within the department:

1. **Integrity**: Act with honesty and honor without compromising the truth and do the right thing even when no one else is around.
2. **Accountability**: Acknowledge and assume responsibility for your actions and decisions, as well as evaluate and be evaluated on performance and behavior that you are responsible for.
3. **Empowerment**: Encourage and support all people to take the initiative and give their best, as well as promote an environment that encourages all people to lead and make decisions.
4. **Quality/Compliance**: Achieving a standard of excellence with our work processes and outcomes, honoring Umatilla County policies and all regulatory requirements;
5. **Customer focus**: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the County;
6. **Communication**: Balancing listening and talking, speaking and writing clearly and accurately, influencing others, and keeping others informed;
7. **Collegiality**: Being helpful, respectful, approachable, and team-oriented, building strong working relationships and a positive work environment;
8. **Initiative**: Taking ownership of our work, doing what is needed without being asked, following through;
9. **Efficiency**: Planning, managing time well, being on time, being cost conscious, thinking of better ways to do things;
10. **Coachable**: Being receptive to feedback, willing to learn, embracing continuous improvement;

### **SKILLS/ABILITIES**

1. Give full attention to what other people are saying, and take the time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
2. Ability to demonstrate competency in the use of Google docs, sheets, calendar, and meet.
3. Ability to work on multiple projects at the same time.
4. Ability to work independently, while keeping others informed of status.
5. Ability to take accurate minutes at meetings.
6. Talk effectively to others to convey information.
7. Present information verbally, factually, and logically.
8. Enter, record, store, and maintain information in writing and computer.
9. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
10. Understand new information's implications for current and future problem-solving and decision-making.

10. Prepare clear and concise narratives, written reports, and documentation.
11. Develop specific goals and plans to prioritize, organize and accomplish work.
12. Monitor and review information from materials, events, or the environment to detect, assess, and make recommendations.
13. Observe, receive and otherwise obtain information from all relevant sources.
14. Analyze information and evaluate results to choose the best solution and solve problems.
17. Develop constructive and cooperative working relationships with community agencies and others, and maintain them over time.
18. Identify information by categorizing, estimating, recognizing differences and similarities, and detecting changes in circumstances or events.
19. Must demonstrate the ability to act on personal initiative using sound judgment.

#### **EDUCATION/EXPERIENCE**

- High school graduate or GED equivalent
- Must have an extensive understanding of basic office operations, as demonstrated through a minimum of 3 years of general office experience or a combination of 2 years of general office experience and office management experience.
- Experience with project management, as demonstrated through post-secondary education, project management courses, or experience leading a project through to completion.
- A valid Driver's license.
- Must successfully pass a background check and drug screen.

#### **PREFERRED REQUIREMENTS**

- College degree preferred.
- Fluent in the Spanish Language preferred, speaking, reading, and writing.

\*This position under State of Oregon mandates is required to provide proof of full COVID-19 vaccination or have an approved medical or religious exception as a qualification of employment.\*

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

## **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, paper and writing instrument.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date