

Centennial Mental Health Center, Inc.
Job Description

Job Title: Administrative Assistant
Reports to: Assigned Director
Status: Exempt

Job Class: Administration
Grade: 5

POSITION SUMMARY

Performs a broad range of administrative duties for the assigned Director along with providing complex clerical functions necessary to support the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Exercises independent judgment within agreed-upon limits to perform administrative and business details for the Director.
2. Schedules regular and special meetings, prepares agendas and records minutes of meetings.
3. Prepares confidential correspondence and maintains classified files.
4. Performs other high level secretarial functions, including receiving visitors, scheduling appointments and making travel arrangements.
5. Completes research and/or projects as assigned by the Director.
6. Performs other job duties as assigned.

SUPERVISORY RESPONSIBILITIES

As assigned.

JOB REQUIREMENTS

EDUCATION

High School diploma or equivalency required; college level course work in business administration and secretarial functions preferred.

EXPERIENCE

Three years experience in a business office. Work history must demonstrate mastery of progressively more complex tasks.

ABILITIES, KNOWLEDGE, SKILLS

Mastery of complex administrative and secretarial skills. Excellent typing skills. Familiar with Word, Excel, and PowerPoint. Ability to exercise independent judgment and to function as team member. Excellent verbal and written communication skills. Ability to travel within the Center's service area or to other locations as required.

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Administrative Supervisor

Date