



5.29 Administrative Assistant

Job Title:	Administrative Assistant
FSLA Classification:	Non-Exempt
Department:	Administration
Supervisor:	Center Manager

Job Description

Duties include, but are not limited to:

- Strong communication, process, and project management skills; and must be able to effectively collaborate and influence all levels of management.
- Ability to work across organizational boundaries, bringing together people with diverse perspectives and experiences to identify tactical issues and emerging areas of concern to find solutions.
- Demonstrate a strong passion for and a strong record of delivering high-quality results, and a desire to be a part of a strong and supportive team
- Provide sound guidance to management on process (including technical) issues
- Act as the primary provider of technical support to desktop and laptop computer users for hardware
- Demonstrate highly professional demeanor; meet the highest standards of integrity
- Highly collaborative with demonstrated ability to work in a global setting across a variety of cultures and styles

Job Specific Duties

- Plan, organize and carry out the daily activities and administrative functions of the office in a sensitive, highly visible and dynamic political and organizational environment, requiring management of multiple and rapidly changing priorities.
- Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately
- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners



The Administrative Assistant must be creative and enjoy working within a global environment that is results-oriented, values-driven, and brand-focused. The ideal candidate will have the ability to exercise excellent judgment and high confidentiality in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure, in a highly visible role, at times to handle a wide variety of activities and confidential matters with discretion.

Acknowledgment

I have read the above Administrative Assistant job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Fresno PACE for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.

Furthermore, Fresno PACE reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

I understand that employment at Fresno PACE is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Fresno PACE at any time and for any reason.

Employee Signature

Date

Fresno PACE Representative

Date



We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Written Date	08/01/2014	Revised Date	
Reviewed Date	06/21/2017	Discontinued Date	
Approved By and Title: QAPI Committee			