



Prince William Sound Regional Citizens' Advisory Council Job Description

Job Title: Administrative Assistant – Valdez

Date: May 16, 2021

Job Reports To: Director of Administration

Job Summary: Duties include greeting visitors, screening telephone calls, coordinating logistical arrangements, maintaining central filing system, maintaining and performing other tasks related to electronic document management system, maintaining related databases, and providing administrative support for Valdez PWSRCAC office. This position also assists the Executive Assistant in providing logistical support for Board meetings. This position consists of approximately 60% document management (electronic logging and filing), 30% general office support and 10% travel and logistical support.

MAJOR RESPONSIBILITIES/ACTIVITIES

Document Management (Primary Responsibility)

- Upload and digitize archival documents as assigned
- Working with Project Managers and the Document Management Coordinator, input metadata into the digital archive via Filemaker Pro 19 document management software
- Maintain a central filing system for printed library documents
- Update Contingency Planning documents as the updates are received.
- Coordinate with Executive Assistant on inputting incoming and outgoing documents and Board meeting materials.

Reception

- Greet and assist people efficiently and courteously in person and on the telephone
- Receive, screen and route telephone calls; take messages for staff and volunteers
- Process incoming and outgoing mail
- Maintain meeting room schedules

Financial

- Maintain petty cash account
- Generate purchase orders

General

- Operate and maintain standard office equipment, including facsimiles, scanners, and
- Provide general administrative support to Valdez staff
- Place office supply orders as necessary to ensure adequate amounts are available
- Promptly respond to requests for information from public
- Support the Executive Assistant on Board meetings, as assigned
- Support the Anchorage Administrative Assistant as assigned
- Process interoffice mail between both PWSRCAC offices
- Assist volunteers as needed
- Participate as a member of PWSRCAC's Emergency Response Team during drills or incidents
- Keep central office area clean
- Coordinate recycling in Valdez office
- Coordinate office maintenance needs with Valdez office landlord

Logistical

- Coordinate travel arrangements for staff and volunteers (individuals and groups) including lodging, flight reservations and other logistical support. Enter travel arrangements into the travel database.
- Assist staff with meeting logistics (room and car rentals, catering, airline reservations, etc) for special meetings such as science night, long range planning, volunteer and committee workshops, conferences, project manager meetings, and project team meetings
- Provide support for teleconferences, video conferences and in-person meetings in the Valdez office, including but not limited to contacting participants, setting up teleconferences, travel arrangements, and arranging meeting refreshments

MINIMUM REQUIREMENTS

Education

Associates degree or minimum of two years undergraduate courses preferred
Training, courses, certification in digital document management desirable

Experience

- Two years of experience in an office environment

Special Abilities (considerable knowledge of):

- Modern office practices, procedures and equipment
- Business English and letter writing
- Working knowledge of Microsoft Office products including Outlook, Word, Excel, PowerPoint, Access
- Experience or training in digital document management including Filemaker Pro software desirable

Special Skills

- Speak and write clearly
- Excellent listening skills
- Ability to quickly learn PWSRCAC policies and procedures and to pass relevant competency tests
- Strong organizational and time management skills
- Ability to work independently, quickly and thoroughly
- Coordinate complex logistical arrangements
- Work under pressure and meet tight deadlines
- Strong attention to detail and very accurate data entry skills

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.