

2.0012 - Position Description ADMINISTRATIVE ASSISTANT - Pay Grade 8
Formerly policy 2.002
DATE APPROVED: 10/22/91
REVISED: 6/16/94, 10/16/97, 9/20/08, 4/19/18, 4/16/20

FUNCTION:

The employee will manage the office environment to meet the needs and challenges of the Nature Center. Provide administrative assistance to the Director/Naturalist, 1000 Islands Environmental Center Committee, Friends of 1000 Islands Board Members, and other staff. Files all receipts, invoices and all other monies with the City finance department. The position requires the ability to work with and assist all other positions as necessary. The work schedule requires flexible hours, some evenings and weekends as needed. This is a part-time position working a maximum of 29 hours per week.

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DESIRED QUALIFICATIONS:

Associate Degree or higher education with 2-3 years of general office experience, or a combination of education and experience that provides equivalent knowledge skills, and abilities.

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REPORTS TO: DIRECTOR/NATURALIST

RESPONSIBILITIES AND DUTIES:

1. Assist in general operation of the Nature Center during regular and after-hours operations as needed.
2. Performs administrative duties for Director/Naturalist and other staff including composing general correspondence, reports, forms, computer operation and general office duties.
3. In cooperation with Director/Naturalist, prepares all documentation for Committee and sub-committee meetings of the Environmental Center Committee. Acts as a secretary for all Committee meetings and posts approved minutes on MuniCode.
4. Receives and receipts all monies coming into 1000 Islands, including endowment funds and prepares the weekly deposit. Records all bills and statements and processes all invoices.
5. Maintains mailing and other contact lists for 1000 Islands including City, Friends, memorials, schools, and any other lists.
6. Keeps 1000 Islands calendar and records scheduling and reservations for all the 1000 Islands events including scheduled programs, public programs, building and pavilion rentals and other miscellaneous events, Posts 1000 Islands related programs and events to the City and other community calendars.

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7. Sends confirmations out to scheduled program groups one month ahead of their program with their schedule, programs fees, and expectations.
8. Responsible for the gift shop operations including sales, ordering, pricing and managing inventory, maintaining sales records and balancing cash drawer.
9. Maintains the 1000 Islands website as well as the 1000 Islands content on City website.
10. Maintains social media accounts including posting content as well as monitoring and responding to post interactions and messages. Works with City Communications Coordinator, and the City Attorney when necessary, regarding best practices.
11. Records and receipts all monies and finances for the Friends of the 1000 Islands including fund raising and donations. Provides all necessary reports and corresponding financial information to Friends.
12. Prepares and assists in Friends' fund raising and other projects and programs including preparatory typing, mailings and any records keeping necessary. Includes working days of projects/programs as needed.
13. Prepares all materials for Friend's monthly meetings and types meeting minutes.
14. All other work responsibilities as assigned by the 1000 Islands Committee.

SKILLS NEEDED:

Strong written and verbal communication skills
Well-rounded computer skills including Microsoft Office and accounting software.
Working knowledge of WordPress and social media platforms is desired.
Math and financial skills with a good understanding of accounting principles.
An interest and knowledge in local flora and fauna, sustainability or other environmental topics is desired.

SUPERVISORY RESPONSIBILITIES:

Direct supervisory responsibilities associated with this position include supervision of volunteers.

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Coordinates recruiting and scheduling of volunteer workers. Includes receiving and processing applications, maintaining training log and training volunteers in office responsibilities.¶

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Prepares material for submission to the Center's Cat-Tales and coordinates all mailings and other necessary work.

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