

PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description

Job Title: Administrative Assistant

Division: Administrative Services

Location: Headquarters, Harrisburg

Reports to: AED for Administrative Services, Director for Administrative Services and Assistant Director for Administrative Services

FLSA Status: Non-exempt

Starting Salary: \$59,965

Job Definition

This is advanced secretarial and administrative assistant level work requiring independent judgment. The position provides administrative support to division, regional, or organizational functions of the Association. This position supports Association programs by controlling office functions; gathering, summarizing, and presenting information on a program/project basis; and conveying and facilitating program information and actions. Work reflects complicated office procedures and activities which are characterized by unpredictable situations and highly varied and difficult interpersonal and coordinative tasks in program administration.

The employee's work schedule is largely planned, prioritized, and executed by the job incumbent. The employee is responsible for a number of essential "stand-alone" administrative office functions that support division or region operations. The employee is viewed by both those inside and outside the organization as the person responsible for delivering the expected or needed program services.

The application of independent judgment distinguishes this level of work from the level two Staff Associate position by (1) developing practices and procedures for the program/function and resolving problems which fall outside of those practices and procedures; (2) exercising independent finality of action in responding to office support decisions; and (3) utilizing a higher level of people interaction skills that necessitates explaining and persuading regarding complicated processes or providing rationale on programmatic issues. Work prioritization is subject to shifts due to external influences and time constraints. Work is performed with considerable independence and limited review; however, recommended process changes to better achieve work objectives are done in consultation with the supervisor prior to implementation.

Position Description

- Provides administrative support for AED for Administrative Services, Director for Administrative Services and Assistant Director for Administrative Services for ongoing activities and for special projects as assigned.
- Provides administrative support for the processing of annual Requests for Proposal (RFP) including the preparation and distribution of the RFP's to vendors and the preparation of a comparative analysis based upon response received.
- Provides support to the Budget Committee, Audit Committee, 401(k) Plan Trustees, Property Committee, VEBA Committee, PSEA Scholarship Trust, and Emergency Response Team including, but not limited to, the development of the paperless meeting binder.
- Coordinate annual Membership and Treasurer Workshops.
- Compiles Board reports for Administrative Services.
- Provides administrative support for Administrative Services (Financial Management and Property Management) including taking, preparing, and distributing minutes of departmental meetings.
- Coordinates complex special projects as assigned including the development of Excel spreadsheets and charts within Excel and the development of Power Point presentations for meetings.
- Assist with annual Treasurer's Manual update.
- Prepare Special Dues letters, start-up grant award letters, and other correspondence for Treasurer's review.
- Completes small local's mailings for the PSEA House of Delegates.
- Assists with the preparation of PowerPoint presentations and completion of the Treasurer's Report for the House of Delegates.
- Assists with audit preparations as requested.
- Maintains Administrative Services Excel Databases.

- Maintains and updates internal control documents.
- Coordinates parking needs for PSEA Board of Directors and Committee meetings with the SP+ Municipal Services.
- Tracks usage and completes monthly reconciliations of PSEA and PACE credit cards.
- Complete acquisition, data entry, and filing of W-9 forms for all new vendors.
- Assists in the preparation of Education Foundation grant approvals/denials.
- Provides administrative support related to property as needed.
- Provides administrative support related to the preparation, editing, and review of the Budget, Mid-Year Review, and Year-End Review documents.
- Performs Budget Liaison responsibilities in assigned areas.
- Assists with the data entry of membership data.
- Maintains the Document Management system for Administrative Services, Financial Management, and Property.
- Maintains floor plans of headquarters and field offices.
- Maintains division plans for Administrative Services, Financial Management, and Property.
- Provides assistance to Administrative Services and Financial Management in updating information located on The Hub.
- Processes leave for Administrative Services, Financial Management, and Property Management.
- Completes the import of monthly reconciled PACE checks, completes data entry of daily miscellaneous check deposits, and maintains record retention of staff PACE time for reporting purposes.
- Completes the ordering of office supplies for Administrative Services, Financial Management, and Property.

- Completes and processes DVIS for Verizon Wireless, Kades, SP+ Municipal Services, Guernsey, and others as assigned.
- Serves as back-up receptionist on an assigned as-needed basis.
- Performs other administrative and clerical support duties as assigned to assure comprehensive and effective operations within Administrative Services.

Knowledge, Skills, and Abilities

- Knowledge of the general principles and practices that are applied in effective and harmonious office operations, routine administrative and process coordination; and associated record keeping and reporting.
- Knowledge of standard methods of collecting, evaluating, interpreting, summarizing, and reporting on data relating to process support management.
- Knowledge of English grammar, spelling, and punctuation at a level equivalent to that used in writing or adjusting written materials normally consisting of complex sentence structures; multiple syllable words; and punctuation marks for word, number, sentence, phrase, and clause separation.
- Knowledge of methods and applications involved in the preparation of copy for publication and exhibition.
- Knowledge of the types, organization, and use of various kinds of office files that are organized according to multiple indexing methods; and logs, forms, and letter formats used in consolidating information from numerous sources.
- Skill in the application of the required core knowledge.
- Skill in investigating, gathering, assembling, correlating and presenting facts and developing administrative office process procedures and reports.
- Skill in using computer software applications in support of program activities.
- Skill in taking and transcribing notes of dictation and meeting activities by recording information and transferring it into an accurate, proper final copy.
- Ability to self-direct and effectively organize and carry out staff assignments to achieve stated objectives requiring the organization of material and development of procedures without direct supervision.
- Ability to make independent determinations on the best possible resolutions to problems.

- Ability to apply the essential knowledge requirements in dealing with problems encountered in service delivery and administrative process support.
- Ability to compose correspondence of inquiry or explanation relating to a problem, request, or program need by understanding the issue and determining an effective course of action.
- Ability to communicate effectively in a business environment both orally and in writing.
- Ability to exhibit good customer service traits, use tact and discretion in potentially confrontational situations, and use judgment in dispensing business-related information.
- Ability to organize work in a manner which ensures smooth processing and accomplishment of priority items on schedule.
- Ability to operate modern office equipment such as the PC, typewriter, calculator, copier, printer, scanner, fax machine, phone system, postage meter, etc. and instruct others on their use.
- Ability to work independently and adapt to quick shifts in priority or service needs.
- Ability to understand and follow oral and written instructions pursuant to work objectives and general guidelines.
- Ability to identify confidential and/or sensitive information and determine how to properly handle such information.
- Ability to proof varying types of information for conformance with a prescribed pattern or form, to assure adherence to instructions and office procedures, to maintain consistency of requirements, and for compliance with specific administrative or procedural rules.

Education, Experience, and Special Requirements

A high school degree is required. An Associate's degree in a relevant field is preferred.

Substantive secretarial/administrative assistant experience that reflects complex office support functions, self-starting, and independent work unit process/project coordination is preferred.

If you are interested in applying for this position, send a letter of interest and resume not later than April 5, 2019 to: jobs@psea.org or fax to 717-255-7005.

PSEA is an Equal Opportunity/Affirmative Action Employer.