

Administrative Assistant

Position Description

Administrative Services

1. 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.
2. 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.
3. 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.
4. Coordinate annual Membership and Treasurer Workshops.
5. Compiles Board reports for Administrative Services.
6. Provides administrative support for Administrative Services (Financial Management and Property Management) including taking, preparing, and distributing minutes of departmental meetings.
7. 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.
8. Assist with annual Treasurer's Manual update.
9. Prepare Special Dues letters, start-up grant award letters, and other correspondence for Treasurer's review.
10. Completes small local's mailings for the PSEA House of Delegates.
11. Assists with the preparation of PowerPoint presentations and completion of the Treasurer's Report for the House of Delegates.
12. Assists with audit preparations as requested.
13. Maintains Administrative Services Excel Databases.
14. Maintains and updates internal control documents.
15. Coordinates parking needs for PSEA Board of Directors and Committee meetings with the SP+ Municipal Services.
16. Tracks usage and completes monthly reconciliations of PSEA and PACE credit cards.
17. Complete acquisition, data entry, and filing of W-9 forms for all new vendors.
18. Assists in the preparation of Education Foundation grant approvals/denials.
19. Provides administrative support related to property as needed.
20. Provides administrative support related to the preparation, editing, and review of the Budget, Mid-Year Review, and Year-End Review documents.

21. Performs Budget Liaison responsibilities in assigned areas.
22. Assists with the data entry of membership data.
23. Maintains the Document Management system for Administrative Services, Financial Management, and Property.
24. Maintains floor plans of headquarters and field offices.
25. Maintains division plans for Administrative Services, Financial Management, and Property.
26. Provides assistance to Administrative Services and Financial Management in updating information located on The Hub.
27. Processes leave for Administrative Services, Financial Management, and Property Management.
28. 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.
29. Completes the ordering of office supplies for Administrative Services, Financial Management, and Property.
30. Completes and processes DVIS for Verizon Wireless, Kades, SP+ Municipal Services, Guernsey, and others as assigned.
31. Serves as back-up receptionist on an assigned as-needed basis.
32. Performs other administrative and clerical support duties as assigned to assure comprehensive and effective operations within Administrative Services.