

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: ADMINISTRATIVE ASSISTANT IV

REPORTS TO: CHIEF, EXECUTIVE ASSISTANT AND/OR MANAGER

JOB CLASS: NON-EXEMPT

LOCATION: STATEWIDE

PURPOSE: This position is responsible for providing advanced administrative services of a diverse and complex nature and coordinating office business activities with minimum supervision. Assignments require evaluative thinking and are carried out in accordance with standard administrative practices and general work instruction. Relieves supervisor of routine administrative and business details by performing a variety of tasks that entail extensive knowledge of programs, policies, procedures, rules and regulations.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Formats and types memorandums, correspondence, reports, financial/legal documents, contracts, charts and similar material from written draft.
- Reviews and routes incoming mail; locates and attaches appropriate file to correspondence to be answered by employer; maintains a follow-up filing system on correspondence; may forward copies of correspondence to managers for their information and response.
- Answers telephone including 1-800#, gives routine information to callers, transfers call to appropriate location, places outgoing calls and schedules appointments for supervisor. Greets visitors, ascertains nature of business and directs visitors to appropriate staff person.
- Maintains filing system including follow-up files, optical disk scanning and electronic filing of all incoming and outgoing correspondence.
- Maintains a variety of records generates data from various systems, compiles, analysis and composes required reports into final form for review of supervisor.
- Maintains administrative and confidential files; obtains, organizes and assists supervisor in drafting technical and administrative materials for public information or agency use; may assist with budget preparation and control by obtaining and compiling data and information.

ADDITIONAL DUTIES:

- Logs all incoming faxes and maintains fax machine to ensure good working order.
- Creates and coordinates requisitions/purchase orders in e-Requester.

- Manages updates and maintains logs and databases.
- Maintains daily calendar for supervisor/staff.
- Arranges details for staff, board, committee and other meetings, conferences, hearings and travel including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; takes notes/minutes of meetings, conference, etc.
- Review agreements and contracts for renewals.
- Formulates and updates flyers and interactive PDF forms and updates for other agencies as requested.
- Date stamps, codes, and processes all incoming invoices.
- Orders and distributes supplies and equipment for office.
- Performs other duties as assigned.

This position will provide support to other areas within DSWA on an as needed basis to assure continuity of DSWA operations.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires completion of a high school diploma or equivalent and 8 years of applicable administrative experience, Must sign a statement of confidentiality.

Knowledge of operations, services, programs and DSWA organization. Knowledge of DSWA policies, procedures, and requirements. Knowledge of state and federal laws and regulations related to the area of assignment. Knowledge of administrative support practices and procedures. Knowledge of grammar, punctuation, spelling and composition. Knowledge of methods and techniques in composing written communications such as responses to inquires and narrative reports. Knowledge of maintaining and utilizing office equipment, including computers, copiers, scanners and telephone. Skill in coordinating diverse activities to ensure completion of projects and work assignments. Skill in collecting, compiling, evaluating and analyzing information from a variety of sources. Skill in applying basic and advanced tools used in word processing applications. Skill in applying the tools used in creating and modifying spreadsheet and database applications. Ability to establish and maintain effective working relationships. Ability to understand, explain and apply rules, regulations, policies and procedures. Ability to verify accuracy of information, resolve discrepancies and follow-up on outstanding activities. Ability to multitask and prioritize work. Ability to communicate effectively with staff, employees and public, orally and in writing.

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, stooping, kneeling, crouching, or crawling, talking or hearing.

This position may require lifting up to 10 pounds.

The position requires close vision (clear vision at 20 inches or less).

This position risks exposure to indoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.