



JOB DESCRIPTION: SENIOR ADMINISTRATIVE ASSISTANT

DEPARTMENT:	<u>Designated Department</u>	REPORTS TO:	<u>Designated Supervisor</u>
JOB CLASS:	<u>Senior Administrative Assistant</u>	PAY GRADE:	<u>13</u>
EXEMPT STATUS:	<u>Non-Exempt</u>	DATE:	<u>11/10/2011</u>

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Senior Administrative Assistant position performs skilled administrative work assisting the designated Director, Manager, or Supervisor providing administrative support in the operation, management, and planning of the organization. Work includes planning and coordinating the administrative and office support functions necessary for the efficient operation of the office or department and serving as liaison to the subordinate sections and outside agencies.

ESSENTIAL POSITION FUNCTIONS:

- Accurately and clearly convey directives, assignments, instructions, and other information from management to staff as directed
- Appropriately resolve administrative problems by monitoring workflow processes, noting trends, formulating projections and making recommendations based on thorough analysis of technical and/or legal issues facing the organizations
- Administer office functions for the office or department; such as personnel actions, budget preparation and records control
- Develop and participate in developing the standard operating policies and procedures for the office or department. Monitor compliance on and the effectiveness of the established policies and procedures
- Interpret operating policies
- Ensure the directors are notified of new and changed school policies and procedures that affect their operations
- Coordinate collection of information for reports; such as attendance records, employee terminations, new hires, transfers and budget expenditures
- Prepare reports, including conclusion and recommendations for solutions of administrative problems
- Represent the office or department in meetings as needed
- Assist in annual budget preparation and monitoring expenditures as needed
- Provide administrative assistance to the Director in personnel management; such as, interviewing and hiring applicants, and disciplinary and performance evaluation procedures
- Monitor contracts and/or grants to ensure that contractors and/or personnel are in compliance with established provisions and deadlines
- Prepare and review agenda requests and ensures that supporting documentation is included
- Independently procure and maintain necessary supplies, equipment, services and/or facilities through appropriate means such as soliciting bids, preparing and approving contracts and/or monitoring organizational needs

- Hold all work related information in the strictest confidence. This includes, but is not limited to: communications, either direct or indirect, strategic information and employee specific personnel information. Any breach in confidentiality can be subject to disciplinary action, up to and including termination
- Meet professional obligations through efficient work habits such as; meeting deadlines, honoring schedules, coordinating resources and meetings, in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- High School diploma or GED required
- Associate's degree preferred

Experience:

- Two years' administrative experience supporting mid – upper level management roles

Knowledge, abilities and skills:

- Proficiency in various technical applications most commonly used at FLVS, including but not limited to, Microsoft Office applications (Word, PowerPoint, Excel, SharePoint) and telephone system
- Strong organizational skills required such as scheduling, filing, making reservations, and preparing materials on a timely basis
- Knowledge of database systems and data retrieval
- Strong interpersonal and customer service skills
- Ability to work with/for multiple employees and meet deadlines
- Possesses excellent written and verbal skills
- Ability for proactive work orientation
- Ability to take general directions to establish plans and manages assignments to completion

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p style="text-align: center;">CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p style="text-align: center;">SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p style="text-align: center;">PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p style="text-align: center;">ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;">PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.