

APPENDIX E

ASSOCIATED CHINO TEACHERS ~ CTA ~ NEA ADMINISTRATIVE ASSISTANT/SECRETARY POSITION DESCRIPTION

Summary Description:

Under the general direction of the President and Executive Director, performs a variety of complex, responsible, and confidential secretarial and administrative duties regarding the day-to-day operations of the Association office. Performs related work as required, including oversight of equipment and office maintenance and security. This position requires the ability to work both in collaboration with the President and Executive Director and independently, exercising judgment and initiative when needed.

Duties/Responsibilities:

This position has key responsibilities in the area of communications, membership, and office operations. The position requires excellent interpersonal and customer service skills. Requires constant interaction with members and the public.

Communications: Answer phones, takes accurate and legible phone messages, recognizing priority needs and making appropriate staff referrals. Process all incoming (date stamp)/outgoing mail confidentially. Draft, compose and finalize professional business letters, memorandums, organizational updates and flyers utilizing appropriate formatting and style techniques as required or directed by the President and/or Executive Director.

Membership: Prepares and processes transactions and data related to membership and transmits to CTA.

Office Operations: Coordinates and secures services for the maintenance and operation of the Association's office. Makes recommendations to the President and/or Executive Director regarding needed changes and contract terms. Orders office supplies, janitorial products in accordance with budget guidelines and maintains a current inventory of items. Coordinates and prepares the facility for special event or projects. Ensures that the lobby, work area and kitchen are clean and presentable.