

**Position Purpose:**

The Administrative Services Homeland Security Assistant is responsible for agency-wide and program-specific clerical and administrative work, requiring thorough knowledge of FRCOG operations. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

***Primary duties assigned to the Administrative Services Homeland Security Assistant include but are not limited to:***

- Operates, maintains and troubleshoots problems with standard office equipment including copier, fax and postage machine.
- Homeland Security-related database management
- Front desk coverage as needed.
- Provide direct administrative support services to the Homeland Security Program Manager; attends WRHSAC Council and Sub-committee meetings as the minute taker.
- Supports agency staff and programs as assigned
- Meeting management, including potentially:
  1. Schedule date with attendees and location of facilities
  2. Meeting supply and food ordering/purchasing
  3. Meeting room set up and strike down
  4. Record or transcribe minutes
  5. Some meetings may require travel

***Secondary duties of the Administrative Services Financial Assistant include but are not limited to:***

- May be responsible for opening up and/or closing FRCOG office – power on or off equipment, check state of copy room, kitchen, meeting rooms etc. Update office in/out board.
- Assists staff with routine and special project clerical-related tasks.
- Exercises responsibility for the maintenance, either manually or by computer, of important departmental records and databases requiring the careful recording, classification and compilation of information.
- Responsible for retrieving, opening and distributing incoming mail as well as attending to the process for outgoing mail.
- Acts as receptionist: answers the telephone; responds to inquiries from employees, affiliated organizations and groups, council and committee members, and the general public; receives and directs public at desk; makes appointments; directs FCCIP customers to the website and assists with on-line permitting issues.
- May be required to make numerous administrative telephone calls to various organizations and persons regarding departmental issues.

- Assists the public, FRCOG staff, FRCOG stakeholders, and vendors by furnishing a variety of routine information and assistance and resolving minor problems and complaints; performs informational and referral services to the general public and stakeholders.
- Types from copy, rough draft, or general instructions a variety of documents which may include, but not be limited to, correspondence, memoranda, meeting minutes and legal notices, orders, vouchers, purchase orders, reports, grants, newsletters, spreadsheets and agendas;
- Assists in coordinating statewide and regional conferences ranging in size from 20 to 600: communicates with presenters and vendors; manages registration databases; tracks payments; designs and generates conference materials such as flyers and name tags; and other support as needed.
- Completes bulk mailings including coordination with post office and direct mailing companies.
- Supports the Chief Procurement Officer (CPO) in the preparation and collecting of all bidding information and analysis; attends bid openings and prepares results, as requested
- May be required to attend special meetings and work on special projects; performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience:

Associate's Degree; three (3) years' experience in general administrative and grant-related financial work, with government experience preferred; or an equivalent combination of education, and experience.

#### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of office procedures, computer programs and equipment, accounting, department payroll and financial billing procedures. Knowledge of technology including office software (word processing, publisher and spread sheet applications) and the Internet.

*Ability:* Ability to plan and prioritize work and perform multiple tasks; work independently and be self-motivated. Ability to communicate effectively both written and verbally. Ability to establish and maintain spreadsheets. Ability to operate standard office equipment.

*Skill:* Proficient skill in computers and appropriate software applications. . Excellent organizational, time management and office management skills. Proficient customer service skills; proficient written and oral communication skills.

### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Certain tasks require the ability to view computer screens for extended periods of time.

**Supervision:**

***Supervision Received:*** This position follows FRCOG rules, regulations and policies; performs varied duties ranging in nature from routine to complex, which require the frequent exercise of judgment and initiative in situations not clearly defined by precedent or established procedures.

***Character of Supervision:*** Position works under direction of the Director of Regional Services. Position provides financial and administrative support to all departments and troubleshoots problems.

***Scope of Supervision:*** Position does not supervise other staff.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy, and subject to frequent interruptions.
- Operates computer, printer, scanner, calculator, copier, facsimile machine, and other standard office equipment.
- Employee has frequent contact with the public, FRCOG staff, stakeholders and vendors. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Has access to confidential departmental information.
- Errors could result in delay of services.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*