

JOB ANNOUNCEMENT BULLETIN



NEIGHBORHOOD HOUSE ASSOCIATION
5660 Copley Drive • San Diego, CA 92111 • (858) 715-2642

ADMINISTRATIVE ASSISTANT

SALARY: **Range: 46 \$16.0692 - \$17.7374 Per Hour**

FILING DEADLINE:

Applications are being accepted on a continuous basis. Applications and job announcements may be obtained at the above address or 841 South 41st Street, San Diego, 92113, or you may refer to website www.neighborhoodhouse.org.

DUTIES:

Performs a wide variety of highly responsible, complex and often sensitive and confidential office administrative and secretarial/ office support functions; provides responsible, para-professional administrative assistance in the analysis, implementation and monitoring of programs; develops, implements and monitors work plans to achieve goals and objectives; ensures a high-performance, customer service-oriented work environment which supports achieving the section's and NHA's mission, objectives and values; participates in the development and implementation of section and/or agency policies and procedures; provides administrative and office support to a key NHA executive or manager and other unit staff, typing and/or drafting memoranda, correspondence, board transmittals and other documents and reports; ensures materials and reports for signature are accurate and complete; maintains appointment calendars, coordinates meetings, screens requests for the manager's time and assists him/her with effective time management; proofreads and checks typed and other materials for accuracy, completeness and compliance with NHA standards, policies and procedures; receives and screens visitors and telephone calls, provides information and handles issues that may require sensitivity and use of sound independent judgment; responds to complaints from officials, staff and the public, refers the complaint to appropriate staff and/or takes or recommends action to resolve the complaint; reviews, determines the priority and routes incoming correspondence; researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations; organizes and maintains office files; assists in developing and compiling the annual section budget; monitors preparation and distribution of budget and financial reports; directs and participates in implementing the section's records management procedures in accordance with the requirements of NHA's records management program; maintains section personnel files, documents and time sheets; coordinates and participates in purchasing equipment, materials and supplies; prepares agenda and minutes for special groups; and coordinates the completion of staff assignments for presentation to such groups.

MINIMUM QUALIFICATIONS:

Education, Experience & Training: Graduation from high school or GED equivalent and four years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

Must attach original typing certificate of at least 50 words per minute to be considered.

MINIMUM QUALIFICATIONS (continued):

Knowledge of: Office administrative and management practices and procedures; principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation; NHA organization, rules, policies, procedures, relating to the administration of NHA; NHA's personnel rules and regulations; basic functions of public agencies; computer equipment and advanced usage of Microsoft Word, Excel, PowerPoint, Access, spreadsheet, graphics, database and other software; budgeting, recordkeeping, filing and purchasing practices and procedures.

Ability to: Operate a computer and other standard office equipment; manage multiple and rapidly changing priorities; organize, interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; organize, research and maintain complex and extensive office files; communicate clearly and effectively orally and in writing; prepare clear, accurate and concise records and reports; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work.

PHYSICAL & MENTAL DEMANDS:

Employee is required to sit, stand and walk; talk or hear, both in person and by telephone; use hands to operate, finger, handle or feel office equipment; reach with hands and arms; and lift up to ten pounds. This job includes close vision and the ability to adjust focus required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; meet intensive and changing deadlines and interact with officials, staff and the public.

APPLICATIONS OF CANDIDATES WHO DO NOT MEET THE STATED POSITION REQUIREMENTS WILL NOT BE CONSIDERED. ONLY THOSE CONSIDERED FOR INTERVIEW WILL BE CONTACTED.

The provisions of this job announcement do not constitute an express or implied contract.

SUBMISSION OF APPLICATIONS

Applications must be filled out completely and legibly. Applications may be submitted in person or by mail. All statements on the application will be subject to verification and investigation prior to employment. When a closing date is indicated, applications must be received by or before 4:30 p.m. on that date, unless otherwise stated on this job announcement.

POSITIONS REQUIRING DEGREE/ CREDENTIAL

Where required, an official transcript from an accredited college/university and/or Credential must accompany the application. Applicants who fail to comply with this requirement will not be eligible for interview.

BENEFITS

Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

HOURS

Unless otherwise stated in this job announcement, the normal workweek is eight (8) hours per workday for five (5) workdays (i.e., 40-hours per workweek), although the actual hours of work in the workday may vary between 6 a.m. – 11 p.m. Occasional weekend work may be required.

INTRODUCTORY PERIOD

All non-professional positions have an initial introductory period of six (6) months, and all Union professional positions have an initial introductory period of nine (9) months.

CITIZENSHIP/IMMIGRATION STATUS

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.