

**Middle Management Association
Position Description**

4/11/22

Working Title:

Administrative Assistant

Position Purpose:

This position executes the business functions of the MMA Office. To make sure the office is in compliance with policies and objectives outlined by the Executive Director. To provide administrative support to the Executive Director and three Business Representatives. In addition, this position is responsible for all general office duties, including but not limited to: word processing, data base management, website updates/management, QuickBooks Pro updates/management, handling incoming and outgoing mail, answering phones, developing administrative procedures, responding orally and in writing to a wide range of questions, and independently research and answer emails. SEMA4 updates and changes, filing, copying and maintaining office equipment and supplies.

Reports To:

Directly: Executive Director

Indirectly: Business Representatives

Clientele:

Supervisors in Bargaining Unit 216 as determined by the Bureau of Mediation Services.

Responsibilities:

1. Compiles, reviews, and maintains a variety of office records and reports using multiple procedures. This includes maintaining Middle Management Association's data base, mailing lists, and manuals.

Tasks:

- A. Input downloads from the State's SEMA4 system bi-weekly and quarterly.
- B. Update and maintain the Middle Management Association database incorporating SEMA4 changes.

- C. Change dues deductions based on the SEMA4 report.
- D. Establishes with MMA Staff internal deadlines for submission of paper work, completion of daily work and completion of special assignments.
- E. Prepares payroll and most other accounting aspects, working in conjunction with the accountant and Executive Director.
- F. Works with the CPA on an annual basis to prepare for the audit.
- G. Prepares human resources and other record systems to ensure accuracy of data.
- H. Assist in chairing the Scholarship Committee. Receive & review all scholarship personal statements and prepare packets for the committee.

Performance Indicators:

- A. Downloaded information is timely and completed early in the period available.
 - B. Changes in the dues deductions are accurate and completed in a timely manner.
 - C. The office procedures manual is updated, maintained, and accurate.
2. Prepares written materials on a wide range of subjects and compiles data upon request.

Tasks:

- A. Prepares written and oral replies on a wide range of subject matter.
- B. Collects, verifies and summarizes data for fiscal and administrative reports.
- C. Prepares contracts with vendors for meeting spaces and for overnight accommodations.
- D. Prepares agendas and packets of information for the Board, various committees, and staff.
- E. Provides technical office assistance/advice to staff.
- F. Develops, implements and maintains office procedures and work systems to resolve existing problems.
- G. Develop and manage the filing system so that records are easily attainable and retained.

Performances Indicators:

- A. Correspondence is proof read to eliminate errors and delivered in a timely manner.
- B. Work for staff is prioritized.

3. Provides information and referrals to the proper staff to resolve daily requests for information, assistance or services.

Tasks:

- A. Maintains a calendar of staff schedules and assignments.
- B. Coordinates contact information for all concerned.
- C. Coordinate and schedule meetings so that all participants are properly informed and all arrangements and materials required for meetings are provided.
- D. Maintains office equipment and other resource needs of staff.

Performance Indicators:

- A. Highly organized and detail oriented.
- B. Strong interpersonal skills working in a small team oriented environment.

4. Works for the good of MMA to improve membership.

Tasks:

- A. Maintains the computerized membership data base.
- B. Contact members to answer questions.
- C. Attends Local Association meetings.
- D. Organize and attend agency Meet and Greet.
- E. Assist in coordinating the bi-annual MMA retreat.

Performance Indicators:

- A. Membership data base is complete and accurate.
- B. Increase full share membership.
- C. Build relationships with MMA Members.
- D. Building relationships with Board Members and State Agencies.

5. Other duties as assigned.

Knowledge:

Proficiency in Windows based operating systems, Microsoft Word, Excel, website HubSpot, and QuickBooks Pro software. Business and office management practices and procedures sufficient to prepare reports, correspondence, and maintenance of record keeping systems. Meeting planning/logistics. General office equipment sufficient to develop and improve work flow and procedures. Business English, basic math, typing, data entry, telephone procedures and other related functions. Working knowledge of the principles and practices of accounting.

Skills:

Computer and calculators sufficient to use personal computer spreadsheet and data base software. Need to have excellent organizational, verbal and written skills. Superb proofreading skills and strong team oriented skills. Research skills utilized on a variety of topics.

Abilities:

To organize and prioritize one's own work, work independently with minimal direction. Maintain the confidentiality of private information according to law, rules, policies, and procedures. To be a positive advocate for the members of Middle Management Association and the organization as a whole. Operate a computer using a variety of software programs. Assess and determine priorities for widely varying tasks to meet time constraints. To use good human relations skills in all interactions (common courtesy, tact, problem solving etc.). Research, collect, combine, organize and accurately describe available information in the form of reports and other documentation. Design and create a variety of forms and reports. Work with interruptions by the telephone, the public or employees and still be able to complete multiple projects within a reasonable time frame. Effectively plan and schedule meetings. Understand and carry out oral and written instructions. Orally communicate sufficient to foster relationships with Board Members, MMA Members and vendors and to resolve complaints. Provide technical guidance to MMA staff.

Freedom to Act:

To prioritize daily activities in order to accomplish assigned tasks, duties, and responsibilities.