

Job Description

Title: Administrative Specialist

Reports to: Director of Finance

Classification: Non-Exempt, Hourly

Hours: Full-Time (40 hours)

Hiring Range: \$14-18/hour, depending on education and experience

Work Week: Monday 12:00 AM to Sunday 11:59 PM (AGENCY WORK WEEK FOR CALCULATING OVERTIME)

Required to Transport Clients: No

Required to Drive in the Course of Conducting Business: No

Background

Since 1975, Pendleton Place (PP) has been a place of safety and comfort for children hurt by abuse and neglect. Our vision is that children and youth are safe, families are whole, and communities are strong. We help children and families through a focus on residential foster care, supportive community services for at-risk families, safe family visitation, and comprehensive assessment for children and families in the foster care system.

Position Summary

Under the direction of the Director of Finance, the Administrative Specialist is responsible for performing a variety of receptionist, data entry, and general office duties. The Administrative Specialist will support the Executive Director, the leadership team, the PQI department, and other Programs and departments within Pendleton Place in some day to day functions, while also maintaining the confidential and professional nature of the agency's services.

Essential Functions of Position

Note: These tasks are illustrative only; to carry out the day-to-day functions of the job, other duties may be performed or assigned. 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.

- Greet and guide visitors, answer inquiries, and create a welcoming, affirming environment for volunteers, staff, and clients
- Organize and maintain files and databases in a confidential manner through data-entry, and troubleshooting/PQI support
- Manage communication including emails and phone calls
- Screen phone calls, redirect calls, and take messages
- Assist with scheduling donation pickups and/or drop-offs
- Receive deliveries; sort and distribute incoming mail
- Maintain and order office supplies as needed
- Offer assistance to staff accountant by completing bank deposits, receive invoices and review for accuracy
- Coordinate vehicle use and maintenance

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- Collaborate and assist Safety Officer with coordinating building/grounds maintenance needs, walk-throughs, safety concerns, and/or inspections
- Develop a foundational knowledge of programs and departments within the organization

Qualifications

Minimum Qualifications

- High school diploma or equivalent
- 2-3 years of clerical, secretarial, or office experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience
- Working knowledge of general office equipment
- Satisfactory criminal history checks and background check including the Child Abuse and Neglect Central Registry and Sex Offenders Registry
- Positive, affirming attitude
- Client-focused, approachable, and friendly

Preferred Qualifications

- Bachelor's degree from an accredited institution in Business Administration or similar area of study
- 5+ years of experience in clerical, secretarial, or office experience
- Spanish fluency

Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

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11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your At-Will employment, and the organization reserves the right to change this job description and/or assign tasks for the employee to perform, as the organization may deem appropriate.

I _____ have read and understand this job description and agree that I am able to perform the essential functions outlined in this job description. I understand that failure to provide information or omission of information pertaining to my ability to meet the requirements of the job or my inability to perform the essential job duties will be cause for immediate termination of employment, regardless when or how discovered.

Signature: _____

Date: _____

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