



THE OREGON
HISTORICAL
SOCIETY
FOUNDED 1898

Job Description

Job Title: Administrative Assistant

SUMMARY

The Administrative Assistant (AA) is responsible for providing the necessary administrative and office management support to the Executive Director, Director of Development & Marketing, and Director of Operations & Administration, including fielding telephone calls, receiving and directing visitors, word processing, filing and faxing. Frequently, the AA is required to develop and implement practices that support the Directors' initiatives. These practices, through their influence on OHS's public image and fiscal impact have a wide-ranging effect on the institution's ability to meet its long-term strategic planning goals. In addition, the AA is responsible for coordinating, scheduling, and recording the meeting minutes of the following Board committees: Development, Collections and Research, Finance, Investments, Jefferson-Madison Corporation, Marketing, Nominating, Programs, and Property & Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administrative Support to Directors

1. Calendar--The AA schedules and provides preparation to the Directors for appointments, meetings, speeches, phone calls and visitors. The appointments include senior government officials, representatives from large financial institutions, civic leaders, potential OHS Board members, scholars, and citizens.
2. Communication--The AA assists with the planning, writing, and dissemination of written, verbal, and electronic internal and external communications by e-mail, fax, post, or delivery.
3. Information and Referral—This position serves as a general source of information to staff and the general public regarding OHS and Board policies, programs, and activities.
4. Coordination—The AA coordinates the Directors' and Board's schedules and activities with other OHS departments as well as with other collaborative organizations like state and local commissions and committees.
5. Travel— The AA plans and coordinates travel arrangements for out-of-town meetings for the Directors and on occasion, OHS staff and Board members. This might include professional conferences, Board trips, or development meetings.
6. Purchasing—The AA is responsible for preparing purchase orders for supplies, meals, and trips, which includes maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying receipt of supplies. On occasion, the AA must gather bids and other financial information in order to make purchasing decisions.
7. General Office Duties—The AA provides office management and general clerical support to the Directors. This includes, but is not limited to typing, filing, photocopying, faxing and routine office duties. On occasion, the AA is required to assist other OHS departments with large projects, planning events, and participating in institution-wide activities. AA provides support to the Directors with external organizations where the Directors sit on boards. In addition, the AA files expense reports for the Directors.

Executive OHS Board Support

1. **Scheduling**—The AA may be required to correspond with the President, Members, and occasional invited guests, to schedule appropriate meetings and conference calls. The meetings may include Committee and/or Board members, staff, representatives from investment firms, architectural firms and various consultants. This position is also responsible for reserving conference rooms through the internal electronic calendar, as well as submitting a room arrangement sheet to Security. This position is also responsible for reserving the Madison Room conference room for the World Affairs Council and tracking their usage and security needs.
2. **Efficiency and Time Management**—This position requires the ability to prioritize duties in order to transcribe and distribute Committee and Board minutes and materials, in an efficient and timely manner. The AA must determine the appropriate chain of command when obtaining approval for Committee and Board minutes and work proactively to move the approval process forward. On occasion the AA must also be able to multi-task because scheduling, attendance and transcription of various meetings must take place simultaneously.
3. **Communication**—The AA assists with the planning, writing, and dissemination of written, verbal and electronic internal and external communications by e-mail, fax, post, or delivery. This position is responsible for handling and maintaining materials of a confidential nature for the President of the Board, Executive Director, Director of Development & Marketing, and Director of Operations & Administration.
4. **Information and Referral**—This position serves as a general source of information to staff, OHS Board members and external contacts with respect to Committee and Board meetings. In addition, the AA screens calls and receives correspondence directed through OHS for the Board President, and when appropriate refers them to the Board President or other individuals.
5. **General Office Duties**—The AA provides general clerical support to the President of the Board, for matters relating to the Board. This includes, but is not limited to the following: typing, photocopying, faxing, mailing, e-mailing and telephone correspondence. On occasion, the AA is required to assist Committee Chairs with large projects.
6. **Miscellaneous**—The AA is responsible for providing and/or ordering refreshments for meetings, when appropriate, and removing trash and materials when done.
7. **Calendar**—This position assists in scheduling all Board, committee and subcommittee meetings on the electronic calendar.
8. **Travel**—This position assists in coordinating and purchasing travel and lodging arrangements for Board members and/or senior staff for out-of-town meetings including, but not limited to, professional conferences, retreats and Board meetings.

Percentage of Time Allotted:

75%	Administrative Support to Directors
20%	OHS Board Support
5%	Other duties as assigned.

Interpersonal Contact:

This position has daily contact with all levels of employees from entry-level clerks to the Board of Directors. These contacts may involve phone, written, or face-to-face meetings. Communication ranges from answering simple questions to discussing agency policies with financial or public relations consequences for OHS. Internal contacts may require both verbal explanation and written documentation. External contacts by phone, in writing or face-to-face include all levels of OHS constituents including government agencies, community groups, and national professional organizations. The AA must be able to maintain a high degree of confidentiality and handle sensitive matters in a professional manner. It is essential that the AA have the ability to demonstrate diplomacy and professionalism. The AA must be able to act on behalf of the Directors and the OHS Board in an environment that change daily and is often determined by unexpected external developments.

SUPERVISORY RESPONSIBILITIES

The AA will oversee outside vendors providing services to the Directors and the OHS Board. On occasion, the AA may supervise individual volunteers providing routine administrative support.

QUALIFICATIONS

A minimum of 5 years of experience providing senior-level management support and progressive responsibility is required and the AA must be able to demonstrate successful completion of professional development coursework.

EDUCATION and/or EXPERIENCE

Bachelor's degree is required with preference given to those with additional post-baccalaureate training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. As a large portion of this position is the recording and transcribing of minutes, it requires an extensive knowledge of spelling, grammar and composition of the English language.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

The AA is required to understand organizational technology systems; this includes but is not limited to standard e-mail software, Word, Excel, and Power Point.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS

Valid Oregon driver's license and the ability to pass a background check.

PHYSICAL DEMANDS

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 regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The AA must be flexible to accommodate OHS' needs with some overtime for completion of projects. In addition, there may be planning and schedule coordination that transcend business hours.

The noise level in the work environment is usually quiet. This position requires extended work hours at busy times of the year. Must be willing and able to work a flex schedule to meet the demands of the position.

Position submitted by: _____

Date: _____

Approval: _____

Date: _____