

7.0 OPERATIONAL POLICY

7.13 ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

INTENT:

The function of the Administrative Assistant(s) is to assist with the implementation of LICA's policies and give administrative support to the Administrator, the Board, and LICA's committees towards the achievement of LICA's Vision, Mission, Values, and strategic goals and objectives.

7.13.1 GUIDELINES:

Duties of the Administrative Assistant may include some or all of the following:

- Assist with the creation and maintenance of a database of manual and/or computerized filing, inventory, and mailing systems with appropriate general and contact information for industries, companies, government/community agencies/departments, and municipalities in the LICA region.
- Provide friendly, courteous information to telephone and walk-in inquires, and forward individuals to the appropriate company, department, or individuals as required.
- Assist with the operation of an effective office system for the Association.
- Help maintain an inventory of office supplies and order supplies as required.
- Under the direction of the Administrator, prepare regular and special reports, and provide information to the board, committees, and general public as required.
- Photocopy and collate documents for distribution, mailing, and filing.
- Utilize and/or acquire knowledge of current office procedures and methods including telephone communications, office systems, record keeping, business communication, including style and format of letters, memoranda, minutes, and reports.
- Type correspondence, reports, minutes, invoices, and other Association-related material, under the direction of the Administrator, as required.
- Use the Association's computer and other office equipment and software effectively.
- If required, attend Association, Board, and committee meetings to take accurate minutes and/or to become familiar with the work of the Association.
- Provide copies of minutes of all meetings of the Board and its committees as per the Communication Strategy Policy in a timely fashion, at the direction or in the absence of the Administrator.
- Help the Administrator with Association correspondence.
- Receive and deposit all funds paid to the Association, under the direction of the Administrator.

Review Dates: September 27, 2006

Approval Dates: September 27, 2006

- Assist with proper accounting for Association funds and help keep such books as may be directed, including detailed listing of expenditures, and variance and updated monthly budget-to-actual reports for Board meetings.
- Help the Administrator schedule and confirm Board and committee appointments and meetings **and schedule meeting**/board room bookings.
- Compile data, statistics, and research information as required or as requested by the Administrator.
- Compile, verify, record, and process inquiries in conjunction with the Administrator, in accordance with established LICA procedures and policies, using **LICA's policy and procedures** manuals and computerized systems.
- Work independently, and proceed with objectives with minimal supervision.
- Help Administrator handle recurring problems.
- Support the operation and administration of the Board and its Committees.
- Assist with design and delivery of marketing and promotion information to the public.
- Assist with the management of the Association's resources within the budget guidelines approved by the Board.
- Assure the Association and its Mission, Vision, Values, and services are consistently presented in a strong, positive manner to all stakeholders.
- Be fully familiar with the Association's bylaws, policies, and procedures.

7.1.2 IMPLEMENTATION:

- 7.1.2.1** When hired, the Administrative Assistant will review this job description with the Administrator
- 7.1.2.2** The Administrative Assistant is required to sign a copy of the description to indicate understanding of the included responsibilities
- 7.1.2.3** The job description is the basis for a performance management process for the Administrative Assistant