

POSITION DESCRIPTION

Job Title: Executive Assistant & Office and Building Manager	Date: June 15, 2007
Department: Administration	FLSA Status: Non-Exempt
Grade/Salary Range:	Emp Grp:
Supervisor: Executive Director	Approved By:

Reporting Relationships:

The Executive Assistant & Office and Building Manager reports to the CEO and Executive Director

General Responsibilities:

The Executive Assistant provides administrative support to the CEO and Board of Trustees. The Office and Building Manager oversees all aspects of Building Management, maintenance, building usage and day to day oversight of the facility.

Specific Duties and Responsibilities as Office and Building Manager:

- Provide Front Desk/Receptionist relief backup, as requested.
- Oversee and Monitor CCHS voice mail and telephone system. Order/make changes as needed.
- Sort incoming mail and distribute. Post and take outgoing mail to Post Office. Monitor postage meter usage; notify Comptroller and/or Business Manager of balances/need for payment.
- Coordinate and manage postal responsibilities.
- Manage all office supply accounts, including, maintenance service supplies.
- Reconcile petty cash, museum/library admission and submit report to Business Manager.
- Coordinate all building repairs/maintenance contracts.
- Oversight of Cultural Center Manager and CCHS classroom rentals and facility usage.
- Participate as part of team organizing cultural center events and activities.
- Maintain all contracts related to IT equipment, including copier, faxes, printers, telephone system, etc.
- Other duties as may be assigned.

Specific Duties and Responsibilities as Executive Assistant to CEO:

- Maintain all Human Resource files
- Maintain all Board Records and Board Committee Records
- Maintain copies of all financial records: Budget, grants, endowment, debt and borrowings and cash flow reports.
- Maintain and record all PTO time and report information to the Comptroller/Business Manager.

- Retain record of employee access to the following: building, computer, voice mail, copier
- Work as staff liaison for calendar of events; web site and CEO's calendar.
- Staff liaison for CEO at Special Events and work with committees as requested.
- Coordinate, as requested, Special Events
- Maintain CCHS reports as requested by CEO; attendance, department reports, volunteer hours, special event attendees, etc.
- Other duties as required.

Qualifications:

- Strong communication and interpersonal skills.
- Ability to manage multiple tasks.
- Good organizational skills.
- Team oriented.
- Excellent computer skills in Microsoft Applications
- College degree requested or equivalent experience
- Minimum of 5 years of office administrative support

Work Schedule:

- This is a full time position and may require weekend and evening hours.

Special Requirements:

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.