

JOB DESCRIPTION

POSITION

Title: Office Manager/Administrative Assistant

Reports To: Executive Director

Department: Administration

Date: January 2025

Salary Range: \$65,885-\$98,882

Hiring Range: \$65,885-\$85,000

GENERAL PURPOSE

Responsible for day-to-day office management and providing administrative support for all departments of the Authority.

PRIMARY DUTIES AND RESPONSIBILITIES

- A. Serve as Administrative Assistant to the Executive Director, the Director of Finance, and the Controller (Management Team).
- B. Maintain database for all mailing lists and program directories, coordinating with the Colorado Department of Public Health and Environment.
- C. Assist the Finance Department in preparation and distribution of bond and loan documents, and prepare correspondence, spreadsheets, and other documents.
- D. Assist in the preparation and distribution of all annual reports, the Authority's Audited Financial Statements and Budget.
- E. Coordinate and help maintain the Authority's website.
- F. Make arrangements for hosting and attending Board of Directors meetings, including out-of-town meetings and special committee meetings. Record meetings as necessary and prepare meeting minutes for review by the Management Team.
- G. Coordinate, facilitate and administer the Laserfiche electronic content management system. This includes troubleshooting any Laserfiche failures, acting as the liaison with the Laserfiche vendor and setting up and disabling new users.
- H. Manage the Authority's employee benefit programs, including administration of the Authority's health, dental and vision insurance programs, health reimbursement account and flexible spending accounts, benefits enrollment, benefits orientation, benefits education, benefit claims and benefit compliance. Serve as the liaison with PERA for assistance resolving employee's questions/issues.
- I. Serve as the Authority's Human Resources Specialist, including but not limited to assisting the Management Team, posting of available job opportunities, reviewing candidates and redaction of personally identifiable information ("PII"), scheduling and assisting with candidate interviews, requesting and facilitating pre-employment background checks, assisting with the new employee on-boarding and orientation activities, assist with completion of new employee paperwork, assist with HR policy support and advising the Executive Director on HR policies, procedures and compliance.
- J. Make recommendations for office equipment acquisitions and maintenance.

SECONDARY DUTIES AND RESPONSIBILITIES

- A. Coordinate and develop general office procedures.
- B. Supervise and assist in the maintenance of record files.
- C. Provide input for budgeting administrative costs.
- D. All other administrative tasks as needed and assigned.

SUPERVISORY DUTIES

- A. Supervision of the records management/secretary position, and any future administration staff, including performance evaluations.

JOB QUALIFICATIONS

Knowledge, Skills, and Ability

- 1. Advanced computer skills in Microsoft Windows networking environment including software programs such as MS Word, Excel, Access, PowerPoint, WordPerfect Office 2002 (limited use), MS Publisher, MS Teams and Outlook (email).
- 2. Must have excellent written and verbal skills.
- 3. Must be well organized and have strong attention to detail.
- 4. Must be a self-starter with the ability to make prudent decisions.
- 5. Must have the ability to work well with others.
- 6. Have the ability to handle confidential matters properly.

Education or Formal Training

- 1. As a minimum, must have graduated from high school and preferably have related college credit or technical school courses.
- 2. Should have at least two or more years of experience as an office manager or administrative assistant.

Working Environment

- 1. Microsoft Office 365 computer networks, laser printers, copiers, fax machine, Avaya telephone system (including voice mail), lateral filing systems.
- 2. Microsoft Office 365 ProPlus, Adobe, WordPerfect, Outlook (email), and Laserfische the Authority's electronic content management system.

Physical Demands

- A. Alternate periods of sitting and standing throughout an 8-hour shift, possibly more on days of high demand. This may include extended standing time while scanning, copying and/or Board meeting preparations. This also includes extended sitting time while completing administrative (data processing) work or sitting through

an Authority Board or committee meeting or other designated company functions. Time spent between utilizing a computer and/or telephone may exceed 4 hours of continuous sitting.

- B. Frequently lifting one pound or less and occasionally lifting 5 pounds per day. Lifts up to 25 pounds on occasion. Assistance is available if needed. This can include lifting cases of water, bags of groceries, large packages, filing/storage boxes, boxes of paper or envelopes or recording equipment to and from off-site Board meetings.
- C. Extended periods of walking are required to assist the Records Systems Clerk/Secretary processing mail, making deliveries to various office personnel and multiple trips to the kitchen area, Board room, small conference room, filing areas and off-site Board meetings. At times, this walking could encompass several hours of an 8-hour, or more, shift.
- D. Occasional travel to conferences, training and Board meetings in and out of state. Conferences, training and Board meetings generally require 1/2 to 3 full days of sitting, note-taking, equipment set-up and take down and walking.
- E. Essential functions of the job also include seeing, hearing, speaking, and fine manual dexterity skills.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.