

Position Title: Administrative Assistant
Department: Administration
FLSA Status: Exempt
Reports to: Executive Administrator
Prepared by: Human Resources
Revision Date: November 2025

Position Overview

Reporting to and supervised directly by the Executive Administrator, the employee provides direct assistance to the Executive Director and Director of Finance on a daily basis related to the administration and operations of the Agency. This position also performs numerous general administrative tasks related to agency training initiatives and activities; assists with coordinating fundraising events and reporting for various funding sources and serves as primary contact for all course related matters.

Primary Accountabilities

Assists with the coordination and management of various guardianship courses offered within the agency to include the management of the website where individuals receive the most up to date information. This includes payments, registrations, providing course material, scheduling instructors, completing certificates upon completion, and providing technical support to attendees. Ensures the applicable electronic mailbox is monitored and addresses correspondence. Verifies all attendees are registered accordingly and ensure attendance. Must be available for all Saturday courses.

Assists with the preparation of numerous spreadsheets, worksheets, schedules, and employee lists in both Microsoft Excel, Microsoft Word, and GMS, as requested.

Assists with Agency supply purchases as well as other miscellaneous purchases.

Assists with special events, holiday purchases, and board sponsored events.

Conducts all onboarding requirements to include orientations for all new employees and interns. Works collectively with the other Administrative Assistant to ensure all spreadsheets and personnel files are UTD.

Monitors all continued education (CE) related matters for employees such as FSGA and CE Broker. Assists staff in maintaining and registering for continued education to ensure compliance.

Maintains a multitude of background related matters for employees and updates OPPG and the Clerk of Court.

Assists Executive Administrator with multiple contractual obligations for funding sources to include funding requests, documentation, compliance requests, and audits.

Responds to all inquiries regarding guardianship via website, email and/or phone.

Assists Director of Finance and Executive Director with special projects, and tasks, as requested.

Additional responsibilities may be assigned as needed.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

Education, Skill Requirements and Other Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Must be highly proficient in computers, especially in Word, Excel, Outlook, general Internet use, video conferencing administration, and a variety of internal and external software applications. Must have the ability to multi-task and work independently.

Must be able to work after hours occasionally on weekdays and on weekends to accommodate for scheduled courses/training sessions which may be an average of 3-4 times per month, when required.

EDUCATION and/or EXPERIENCE

A two (2) year degree from an accredited college/university, preferably in Business Administration or Social Services, is preferred with a minimum of three (3) years of previous administrative experience. A combination of work experience and education will be considered.

LANGUAGE SKILLS

Must be fully bilingual (English/Spanish) with the ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and/or government regulations. Ability to write routine reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees of the organization, clients, vendors, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common functions, and decimals. Ability to compute rate, ratio, percent, to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Florida Driver's License and current auto insurance. Must complete and pass 40-hour Guardianship course within six (6) months of hire date to receive certificate of completion. Taking and passing the state Guardianship exam is optional.

CRIMINAL, DRIVING & CREDIT VERIFICATIONS

As a condition of employment, the position requires an acceptable criminal background verification, driving record, and credit check during the pre-employment process and throughout employment which is reviewed, verified, and approved according to state guidelines.

Working Conditions

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 accommodation 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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Print Name: _____

Read, acknowledged, and signed by: _____ on _____
Signature Date