

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County 708 Mental Health Board to fill one part-time vacancy in the following job classification.

Job Classification: Administrative Assistant
Location: LaSalle County 708 Mental Health Board
707 Etna Road
Ottawa, IL 61350

Regular Work Week: Sixteen hours per week Mon – Friday

Hours of Work: Sixteen hours per week with flexible scheduling opportunity

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by emailing resume to dmiskowiec@lasallecounty.org.
Resume's will be accepted through 12/15/21.

LaSalle County

Job Description



Job title: Administrative Assistant

Work Location: 707 Etna Road, Ottawa, IL

Division/Department: La Salle County 708 Mental Health Board

Reports to: Executive Director, La Salle County 708 Mental Health Board

Employment Classifications:

- Full-time *XX Part-time*
- Exempt *XX Nonexempt*
- Salaried *XX Hourly*
- Bargaining Unit

Salary Grade: N/A_____

Current Employee holding position is:

 N/A

Essential Duties and Responsibilities:

Under the direction of the Executive Director, coordinate daily operations of the 708 Mental Health Board office including mail; phone; voicemail; accounting; contract management; grant database management; correspondence; directories; organizing and maintaining files; interaction with other staff, visitors, and the public at large; and other duties as assigned.

- Record and maintain daily cash receipts.
- Record and maintain cash disbursements.
- Prepare disbursements for submission to Accounts Payable following Executive Director approval.
- Balance monthly transactions with the County Treasurer's office.
- Prepare monthly financial reports.

Coordinate 708 board meetings and reports which include:

- meeting agendas.
- minutes.
- transcribe and type minutes from the meeting.
- distribute materials prior to meetings.
- attend all meetings.
- prepare and distribute 708 monthly balance sheets/other reports.
- posting of regular and special meetings.

In collaboration with the Executive Director:

- Maintain and compile contracted/funded agency funding applications, contracts, statistical reports, and reconciliation of reported services against budget/contract projections.
- Maintain 708 Board's social media public information, education and advocacy efforts and other planned communication tools
- Maintain LaSalle County needs assessment database; assist in grant research, application and management; and assist in new service development and required 708 Board one and three year planning goals.
- Perform related job duties as assigned.
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements:

- Certificate/Associate Degree/or coursework in secretarial science, accounting, or related area preferred. High School Diploma required.
- Three years or more years work experience in secretarial and/or accounting related work environment preferred.
- Basic understanding of Excel spreadsheets, Word and related software required.
- Basic understanding of social media tools
- Must be able to operate standard office equipment.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to follow direction and work independently
- Team player with willingness to support departmental success

PHYSICAL DEMANDS:

Requires sitting (5-8 hrs), standing/walking (4-6hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. Defined Sedentary Work - May require lifting up to 20 pounds and carrying objects weighing up to 10 pounds.

WORK ENVIRONMENT:

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

The LaSalle County 708 Mental Health Board reserves the right to modify, interpret, or apply this job description. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date:

