

**UNITED CEREBRAL PALSY ASSOCIATION  
OF GREATER SACRAMENTO, INC.**

***JOB DESCRIPTION***

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**NAME OF EMPLOYEE** (Last name first)

Mr.  
Mrs.  
Ms.

**SOCIAL SECURITY NUMBER**

**POSITION:** Executive Assistant

**PAY RATE:**

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**WORK IS:**

Full-time  
 Part time, salaried  
 Hourly  
 Contractual

**DATE OF HIRE**

**DAYS & HOURS OF WORK** Mon – Fri.; 8am-5pm

**LENGTH OF LUNCH PERIOD** 1 hour

**CLASSIFICATION:**  Exempt  Non-exempt

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**BASIC FUNCTION:**

Provide support services to the Associate and Executive Director, oversee office environment, provide technical support and/or maintain computer equipment, act as a liaison to the Board of Directors, supervise and backup Receptionist position.

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**SUPERVISOR:** Associate Director

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**QUALIFICATIONS:**

- Minimum of five years receptionist/secretarial work experience.
  - Ability to perform secretarial work of various degrees of difficulty with speed and accuracy; type at a net corrected speed of 55 words per minute;
  - Understand and carry out oral and written directions;
  - Operational knowledge of office equipment including computer/word processor, fax, typewriter, and multi-line telephone and other basic office equipment.
  - Operational knowledge of Microsoft Word, Excel, and Publisher
  - Ability to handle several unrelated tasks simultaneously.
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**DUTIES AND RESPONSIBILITIES:**

1. Supervise receptionist position.
  - a) Conduct annual evaluation
  - b) Council and conduct staff conferences when appropriate

2. Backup receptionist during his/her absence.
3. Act as liaison to the Board of Directors
  - a) Prepare all board packets for monthly meeting
  - b) Send out reminders for the meetings
  - c) Monitor attendance to the meetings
  - d) Maintain the board and committee record books
  - e) Type meeting minutes when needed
  - f) Gather information and assemble orientation materials
  - g) Order refreshments
  - h) Prepare financial statements
  - i) Maintain a positive relationship with all Board Members
4. Create and print annual report.
5. Inventory cookbook orders.
6. Maintain general files including any specific files needed by the Associate or Executive Director.
7. Type correspondence for the Associate and Executive Director.
8. Oversee all aspects of the Car-Pal program.
9. Maintain office phone system.
10. Maintain office and program computers including providing technical support when necessary.
11. Hire and train temporary help.
12. Update flyers and brochures.
13. Oversee ordering of supplies and equipment.
14. Review voice mail for the Associate Director in her absence.
15. Provide assistance with coding employee timesheets.
16. Assist with monthly billing for program services
17. Reconcile monthly program billing.
18. Other duties as assigned.

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**LINE OF AUTHORITY:**

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

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I have read and do understand the Personnel Policies.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

**United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.**

8/23/99