

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

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

Mr.
Mrs.
Ms.

SOCIAL SECURITY NUMBER

POSITION: Office Manager/Executive Assistant

PAY RATE: 30,000/annually

WORK IS:

Full-time
 Part time, salaried
 Hourly
 Contractual

DATE OF HIRE

DAYS & HOURS OF WORK Mon – Fri.;

LENGTH OF LUNCH PERIOD 1 hour

CLASSIFICATION: Exempt Non-exempt

BASIC FUNCTION:

Provide support services to the C.E.O./Staff when needed, oversee office environment, act as a liaison to the Board of Directors, supervise and backup Receptionist position.

SUPERVISOR: Chief Executive Officer

QUALIFICATIONS:

- Minimum of five years receptionist/office administration work experience.
 - Ability to perform office administration 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:

Office Management

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

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2. Back-up receptionist during his/her absence
 - Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department when necessary.
 - Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
3. Management of general building maintenance for Admin, Sac Age & Toy Box. Provide assistance to other programs. Oversee the receptionist in the following:
 - Fix or call in repair persons
 - Maintain list of service vendors
4. Maintenance of general files
 - Direct the management of general files making sure forms are printed, updated and in folders. Archive as needed.
 - Direct the management of the storage room
5. Oversee equipment maintenance – Fax, Copier, Postal, Riso and other smaller machines at most UCP Programs. Direct the Receptionist in the following:
 - Knowledge of operation and easy repairs
 - Knowing when to call the repair people
 - Research and propose purchases or replacement of equipment
 - Review all maintenance agreements for office equipment
 - Maintain list of service vendors
6. Oversee the purchases of supplies by the receptionist; monitoring cost and amounts of supplies on hand.
7. Oversee maintenance and repair of the phone system, service and cell phone
 - Oversee service & repair on phone system.
 - Research and make recommendations on new phone services and systems throughout the organization.
 - Arrange for installation of new systems.
 - Arrange for replacement cell phones and service.
 - Perform spot review invoices for extra charges or miss use.
8. Hire and train temporary office help in the absence of receptionist.
9. Oversee asset inventory for all programs by the receptionist. Responsible for inventory of all IT equipment for Administration.
10. Back-up receptionist during his/her absence
11. Maintain accounts and security codes for the alarms at SAAGE, Toy Box and 191 Lathrop Way.
10. Have a general knowledge of surplus office equipment we have and where it could be used.
11. Knowledge of file locations, both hard copy and electronic.

Computers

12. Network Administration
 - Create and monitor computers and users on the server
 - Maintain email accounts – retrieve and deliver all email through the general box mail
 - *Backup and maintain server and all admin office computers*
 - Maintain and monitor Anti-virus software
 - *Add or replace hardware when required*
 - Load programs and troubleshoot software problems throughout the network
 - Perform file management on all network computers and the server
 - Oversee work done by outside tech support services
 - Maintain all passwords for computers and software and Special settings (ip addresses)
 - Keep inventory of all computers, hardware and software
13. Research, purchase and load needed programs on computers for several programs (Sac Age, Toy Box, DO and Transportation).
14. Train on the use of different software and hardware.
15. Purchase and maintain all software licenses.
16. Maintain UCP databases such as: Respite, Donor, Auction, and Box Lunch
 - Keep files clean and accurate
 - Develop queries and reports when needed
 - Create new data base to track supplies and inventories
 - Setup and monitor users for the data bases

Executive Assistant

17. Type correspondence for CEO.
18. Maintain general files, including any specific files needed by the CEO.
19. Review voice mail and e-mail for the CEO in his/her absence if needed.
20. Board of Directors
 - Prepare all board packets for monthly meetings
 - Create and maintain rosters, calendar, and list of board.
 - Send out reminders for the meetings
 - Monitor attendance to meetings and votes by fax
 - Maintain the board and committee record books
 - Type meeting minutes when needed
 - Gather information and assemble orientation books
 - Familiar with the by-laws and amendments
21. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities.
22. Problem solves situations in the absence of the CEO when possible.

Other Duties

23. Graphic Design
 - Create and print the annual report
 - Create and update graphic design for agencies printed material (letterhead, business cards, envelopes...)
 - Order and maintain supply of letterhead, business cards, and envelopes

- Manage and create pictures and logos for events, flyers, t-shirts, etc

24. Accounting

- Provide assistance with coding employee timesheets and expense reports when needed
- Assist with monthly billing for program services when needed
- Perform accounting duties when necessary such as type correspondence, gather information for reports, contact vendors regarding invoicing or accounts, and perform payroll direct deposit when needed...

25. Create Power Point programs as needed (auction)

26. Development - stepping in when staff changes.

- Working knowledge of all development initiatives, and donor data bases
- Familiar with events and how they run
- Create event publications including:
 - i. Order forms, flyers, coordinator packets...
 - ii. Ask letters, thank you, labels, table cards, catalog...
 - iii. Invitation list, registration list, programs
- Process money from events
- Know what supplies we have and what it is used for.
- Working knowledge of C-market auction
- Print mail labels for events and newsletter.

27. Other duties as assigned.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

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.

6/14/06