

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
POSITION DESCRIPTION AND REQUIREMENTS**

TITLE: ADMINISTRATIVE ASSISTANT

SUMMARY DESCRIPTION:

The Administrative Assistant is responsible to and will assist the Executive Director and the Office Manager in coordinating the various field components of the regional EMS system. The Administrative Assistant coordinates the efficient operation and management of the Council's business office. The Administrative Assistant reports to the Office Manager and supports other Council staff as directed. The Administrative Assistant is the primary support staff for the Council, and is expected to exercise tact and judgment, while maintaining a friendly, helpful and professional manner. He or she must be motivated, resourceful and able to think and work independently and creatively. At least 85 percent of this position's workload is dedicated to meeting deliverables as defined in WVEMS' contract for services with the Virginia Department of Health, Office of EMS, which includes support for the Alliance for Emergency Medical Education and Research

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

Graduation from an accredited high school, supplemented by college or business school coursework in typing, computers, business mathematics, bookkeeping or accounting, and organizational skills. Progressively responsible experience in clerical and/or financial work. Additional experience may be substituted for education. Comprehensive knowledge of the English language, especially its use in the business environment. Thorough knowledge of and proficiency in the operation of small office equipment, to include but not be limited to photocopiers, facsimile machines, postage meters, telephone systems, typewriters, binders, laminators, and Windows-based computers. Experience in software including word processors. Ability to compose and organize reports, correspondence, mass mailings, etc. Basic understanding of general bookkeeping, invoicing and bill-paying procedures using accounting software. Ability to follow complex oral and written instructions. Ability to maintain confidentiality of information.

DUTIES:

1. Process recordkeeping and receivable/payable/credit card processing for WVEMS without direct supervision, Near Southwest Preparedness Alliance and the Alliance for Emergency Medical Education and Research.
2. Perform personnel data entry, including but not limited to, new employees, changes to current employees, and payroll without direct supervision.
3. Manage all aspects of sales to the public, including inventory, web store, and order fulfillment.
4. Provide clerical support to all Council, NSPA and AEMER staff.
5. Assist the Office Manager in maintaining requisite accounting records including ledgers, journals, checkbooks, and various files, documenting receipts and disbursements of Council funds to ensure compliance with the Council's Financial Policies and Procedures and accounting and audit standards.
6. Manage matters relating to the Council's program to accept credit card payments, to include liaison with Merchant Services and transaction processing.
7. Establish and maintain appropriate non-financial records and files relevant to Council

activities and business.

8. Manage expendable office supplies inventory and procurement to maintain sufficient supplies to meet the day-to-day needs of the Council and its staff and to fulfill special needs as requested and approved.
9. Ensure that office equipment is appropriately maintained, including management of service contracts as approved by the Office Manager.
10. Maintain employees' time, attendance and leave records. Assist the Office Manager in maintaining employee personnel records.
11. Prepare communications for the Board of Directors and other committees.
12. Screen visitors and telephone calls. Answer inquiries as appropriate, and refer to appropriate staff member as outlined in the Council's Inquiry Referral Policy.
13. Maintain the Council's mailing lists, to include rosters of the Board and various committees.
14. Maintain electronic mailing lists as requested by staff and approved by the Executive Director.
15. Manage all aspects of utility service for the Council's offices, including telephone service, electricity, trash collection service, Internet service, etc. as assigned by the Office Manager.
16. Ensure the appropriate routing and processing of all incoming correspondence, and process all outgoing mail and shipments, including maintenance of the postage metering system.
17. Serve as support staff for the Critical Incident Stress Incident Management program.
18. Manage the educational lending library in the Roanoke office.
19. Perform other duties as assigned by the Executive Director or the Office Manager.

CLASSIFICATION: The position is a non-exempt, full time position. This position is classified as a Grade 7 on the Council's pay classification plan.