



Job Description

Job Title	Administrative Specialist		
Employed by	Dynamic Workforce Solutions		
Reports to	Title	Project Director	

Salary	\$28,000 - \$38,000	Type of position: FT	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
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**PURPOSE**

Provide organizational support.

**KEY ACCOUNTABILITIES**

- **Administrative Duties** – Perform administrative duties for executive management including managing calendars; making travel, meeting, and event arrangements; recording meeting minutes; and preparing reports. Coordinate and implement annual record retention policies and procedures. Coordinate procurement of supplies throughout the region including office supplies, equipment needs, and other facility needs along with processing invoices and expense reports for payment. *Measure – Meeting deadlines with high quality work output; budget achievement for supplies.*
- **Human Resource Duties** – Coordinate hiring of new staff from job posting to onboarding and orientation utilizing established Dynamic Workforce Solutions procedures and adhering to requirements set forth by the CareerSource Capital Region Board. Serve as point of contact for basic human resource inquiries from staff including benefits, compensation, PTO, and other matters covered by the employee handbook and escalates accordingly when needed. Manage the internal employee recognition program. *Measure – Meeting deadlines with high quality work output.*
- **Contract Deliverables** – Create and maintain the contract deliverables checklist for the annual workforce services contract. Responsible for working with various parties to ensure that deliverables are submitted by the established deadlines. *Measure – Meeting all deadlines established in the workforce services contract.*
- **Operations Support** – Assist where needed in supporting project operations. Serve as main point of contact for customer service survey development, distribution, collection, and reporting. *Measure – Timeliness of operation support; survey response rate.*
- Other duties and responsibilities as assigned.

**WORK EXPERIENCE REQUIREMENTS**

- Minimum of 2 years’ experience in an executive support role.
- Previous experience in workforce development preferred.

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<b>KNOWLEDGE, SKILLS AND ABILITIES</b>			
<ul style="list-style-type: none"> <li>– Must display exceptional customer service skills.</li> <li>– Must have the ability to work in a fast-paced and diverse environment.</li> <li>– Manage multiple priorities to ensure that deadlines are met.</li> <li>– Strong bookkeeping skills are necessary.</li> <li>– Ability to coordinate and effectively communicate with internal and external partners.</li> <li>– Proficient with all Microsoft Office applications including Word, Excel, PowerPoint, and Access.</li> <li>– Highly organized.</li> <li>– Excellent verbal and written communications skills are necessary.</li> <li>– Ability to maintain confidentiality.</li> </ul>			
<b>APPLICABLE STRENGTHS THEMES</b>			
<p>CareerSource Capital Region is a Strengths Management organization. For a brief description of the Strengths themes go to: <a href="http://www.strengthstest.com/theme_summary.php">http://www.strengthstest.com/theme_summary.php</a> and for more information go to <a href="http://www.strengthsfinder.com">http://www.strengthsfinder.com</a>. It is required that all staff understand and demonstrate daily usage of their own Strengths. Strengths are important to the successful operation of the organization and as such a combination of the following Strengths is preferred.</p>			
<b>Primary Strengths Themes</b>		<b>Secondary Strengths Themes</b>	
Achiever, Activator, Adaptability, Analytical, Communication,	Consistency, Focus, Positivity, Responsibility, Restorative,	Connectedness, Context, Discipline, Includer, Individualization, Learner, Strategic, Arranger, Belief, Command,	Deliberative, Developer, Futuristic, Harmony, Ideation, Input, Maximizer, Relator, Self-Assurance,
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>– Associate's degree or equivalent experience is required.</li> </ul>			

STAFF (PRINT NAME)	
STAFF (SIGN)	Date
SUPERVISOR (PRINT NAME)	Title
SUPERVISOR (SIGN)	Date
DATE HIRED	