

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Date:</b>	<b>5/20/2022</b>
<b>Title:</b>	<b>Administrative Assistant D</b>
<b>Reports To:</b>	<b>Executive Director of Achievement &amp; Leadership</b>
<b>Employment Status:</b>	<b>Full-time</b>
<b>Days:</b>	<b>260</b>
<b>FLSA:</b>	<b>Non-Exempt</b>

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### **QUALIFICATIONS**

- Associates degree preferred or related experience
- Strong computer skills in Microsoft Office (Word, Excel, and Databases)
- Ability to communicate well both verbally and in writing
- Ability to work independently
- Must be customer service oriented and have the ability to work with the public
- Strong interpersonal skills and ability to relate well with team members
- Must be highly organized and have attention for detail
- Have a professional personal presentation
- Consistently dependable and flexible
- Open to performing new responsibilities

### **GENERAL DESCRIPTION**

The Operations Administrative Assistant is responsible for administrative duties related to the day-to-day operations of the Mid-Ohio Conference Center (MOCC) and the MOESC Print Shop, including greeting potential clients, booking events, maintaining MOCC databases and paperwork, quoting print shop orders, creating, and editing print orders, shipping print shops orders, and invoicing clients. Supply information regarding the MOCC to the general public, clients and staff members.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Morning set-up (coffee, exterior/interior signage, lights/sound, facility walk-through)
- Answer phones and greet walk-up clients
- Provide tours of the facility
- Book client events and all related equipment/materials/room set-up/security needs
- Calculate, receive, and record client deposits
- Maintain MOCC paperwork and databases
- Adjust work schedule for MOCC events scheduled outside normal working hours
- Provide quotes for rental of conference center to potential renters
- Update MOCC calendar of events and distribute to Cabinet and staff
- Work with Directors to manage events
- Liaison with treasurer's dept. to ensure proper and timely invoicing/payments
- Provide reports as requested on MOCC activity (revenue, usage, etc.)
- Assist with MOCC marketing activities as requested
- Handle all requisitions and purchase orders for supplies related to the operation of the Mid-Ohio Conference Center
- Handle meeting room set up including refreshments, AV equipment, sound, etc. for all events
- Research and provide recommendations on supply pricing and vendors as requested
- Greet and handle inquiries of persons entering MOCC
- Work with the Print Shop on MOCC website and brochure updates
- Handle requests for employee key cards for new employees and deactivate former employees' cards
- Make changes to DRM retriever when directed by administration
- Assist with Print Shop orders, including creating orders, creating content for costumers, proofing client orders, printing orders, and shipping orders to clients
- Other duties as deemed appropriate by the Directors
- Cross-train with other office staff and assist with unexpected/urgent situations as needed (Provide back up for Mid-Ohio ESC fingerprinting, phone answering, mail duties, professional development events, etc.)

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook

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- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets, and communication software
- Seeks to be a leader in technology integration

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms

## **EVALUATION**

Performance of this job will be evaluated by the Executive Director of Achievement & Leadership according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received