

Community Police Partnering Center Job Description

Title of Position: Administrative Assistant

Function of Position:

The Administrative Assistant provides clerical, technical, and administrative assistance to the Executive Director and supervisory staff in support of the day-to-day operations of the Community Police Partnering Center (CPPC).

Line of Authority:

The Administrative Assistant reports to and is accountable to the Executive Director or his or her designee (e.g. Community Safety Specialist Supervisor).

Responsibilities:

- Provide clerical, technical and administrative assistance to the Executive Director and Partnering Center supervisory staff
- Utilize Microsoft Office computer software [Word, Excel, Publisher, Power Point, Outlook] to provide narrative/informational reports; enter and manipulate data to produce information; prepare training materials for Partnering Center staff and external stakeholders
- Review and prepare documents for purchasing, fiscal, project or program areas; perform cost studies, develop forms, tracking systems, databases, and spreadsheets and track budget expenditures.
- Assist staff with preparing presentations, general and technical correspondence, and promotional materials; develop forms, tracking systems, databases, and spreadsheets.
- Research information as assigned; track progress on organizational projects
- Monitor and order office supplies; collate and assemble documents; accept, deliver and prepare correspondence, maintain accuracy of mailing lists; photocopying/faxing correspondence and reports; attend meetings and take/distribute minutes; schedule appointments and maintain Executive Director's calendar; screen calls/visitors; make travel arrangements.
- Utilize editing and proofreading skills to create high quality reports and communications; prepare and submit all required reports; maintain files and records of work activities.

Horizontal and Outside Relationships:

The Administrative Assistant develops and maintains a positive relationship with:

Community Police Partnering Center administrative and operational staff
Volunteers
Cincinnati Police Officers
Social service organizations
Religious organizations
Youth service organizations
Philanthropic organizations
Community service organizations
Businesses
Educational Organizations
Personnel at the above external organizations
Community residents and leaders in designated communities

Job Location:

Work will be performed primarily in the office setting located at the Urban League, as Host Agency to the CPPC, which is equipped with office furnishings to support use of necessary equipment. Some offsite job performance will be required in internal environments conducive to business meetings.

Equipment Used in Performance of Job:

Desktop or laptop computer with Windows operating system
Microsoft Office software (Word, Excel, Power Point, & Outlook applications)
Desk phone
Personal automobile

Required Knowledge, Skills, and Abilities:

Knowledge of:

- English usage, spelling, grammar and punctuation
- Principles of business letter writing and report preparation
- Microsoft Office software related to word processing, creation of spreadsheets and preparation of educational materials.
- Composition and characteristics of Cincinnati neighborhoods
- Local government, social service, community, educational and employment resources

Skill to:

- Operate a copier, computer, computer printer, and communication equipment (desk phone, cell phone, fax machine, etc.).

- Operate a motor vehicle

Ability to:

- Work independently in the absence of supervision
- Interpret and apply organizational policies and procedures
- Establish and maintain effective working relationships with those contacted in the course of work
- Prioritize multiple duties and manage time related to assigned areas of responsibility
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise reports

Required Education and Experience:

Bachelor's degree and minimum of three years experience in administrative / organizational support work, and education or experience in a related field **or** five years combined educational and work experience

Other Requirements:

Valid driver's license and automobile insurance

Environmental Conditions:

In an internal environment working closely with others as well as working alone and at times, without direct supervision; while in office environment, exposure to computer screens, working in close proximity to others and other conditions normally existing in such environment.

Physical Conditions:

Duties require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; may require light to moderate lifting, reaching, pulling, and carrying; manual dexterity and audiovisual and linguistic acuity required.