



North Sound BH-ASO

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NORTH SOUND BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION Position Description

TITLE:	Administrative Assistant II
REPORTS TO:	Administrative Manager
ASSIGNED TEAM:	Administrative Support Team
FLSA STATUS:	Non-Exempt
CLASSIFICATION:	Grade 31

North Sound Behavioral Health Administrative Services Organization values and seeks diversity, equity, and inclusion as integral to the behavioral health field. We support, embrace, and celebrate everyone's uniqueness, promote inclusion, and commit to remove systemic barriers that affect our workforce, our providers, and the people that receive behavioral health services.

JOB SUMMARY

This Administrative Assistant position performs a variety of advanced and complex administrative functions for the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) staff, including providing principal administrative support for a project, team, or executive level staff member. This position is a member of the Administrative Support team, one of North Sound BH-ASO's core teams, providing internal support to North Sound BH-ASO.

ESSENTIAL JOB FUNCTIONS

1. Provides complex administrative functions of a substantive nature.
2. Coordinates the primary administrative support function or activity of a North Sound BH-ASO team, event, committee, or of a special project, to include conference room set up and clean up and binder preparation.
3. Supports internal staff as requested, to include the Executive Director.
4. Provides daily assistance to the Administrative Supervisor for teamwork assignments, including back-up support for the Executive Director.
5. Provides backup reception duties, to include receiving and directing the public to the appropriate person, answering phones, taking messages and routing calls to the appropriate person.
6. Provides respectful, responsive, and timely customer service to internal and external stakeholders.
7. Researches, assembles, and summarizes information from a variety of sources for use by managers in reports, budget preparation, correspondence, meetings, and presentations.
8. Organizes projects and tasks, sets priorities, meets critical deadlines, and coordinates multiple activities with other team members to ensure timely completion.
9. Provides aid with various meetings and committees as assigned; conducts meeting room set up and take down, ordering of refreshments, and related functions and assists with Board packets.

10. Designs, develops, and customizes multi-media presentations for North Sound BH-ASO staff and others as assigned.
11. Produces custom data reports and tables in support of all North Sound BH-ASO operations.
12. Generates complex correspondence from verbal and/or written instruction, recording, or printed copy utilizing Microsoft Office Suite software and general office equipment.
13. Facilitates all phases of various committee, sub-committee, workgroup, and taskforce meetings as assigned: coordinates multiple schedules; invites participants and confirms attendance; secures location; prepares meeting agendas; transcribes minutes of meetings; gathers data and prepares packets.
14. Manages and maintains project documentation; receives, sorts, and prioritizes documents; creates surveys and compiles data received.
15. Assists in the organization and facilitation of North Sound BH-ASO training and conferences.
16. Assists North Sound BH-ASO staff with the operation of office equipment.
17. Provides desktop publishing activities such as newsletters, brochures, and other printed material.
18. Maintains oversight of administrative portion of the BH-ASO's Record Retention process to include documentation processes of out-going records, arranging and recording pick up, and drop off records in transit.

OTHER JOB FUNCTIONS

1. Coordinates and attends staff meetings, training, and seminars as requested.
2. Performs other duties and special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office practices and procedures.
- Proper English, spelling, grammar, punctuation, and word usage.
- Project management processes.
- Proper record keeping procedures and management.
- Proficient with MS Office Suite including Word, Excel, PowerPoint, and Outlook.

Ability to:

- Establish and maintain effective working relationships with supervisors, stakeholders, government officials and the public, treating all with dignity, respect, courtesy, and fairness.
- Use professional discretion and judgement.
- Follow written and oral instruction and concentrate on accuracy of details.
- Communicate effectively, both orally and in writing, including the ability to accurately proofread and compose various documents and reports.
- Meet multiple deadlines and cope with frequent interruptions.
- Strong organizational skills with the ability to establish and maintain effective record keeping systems.
- Ability to be flexible to coordinate work tasks and schedules to ensure North Sound BH-ASO operational needs are met.
- Maintain regular and timely attendance.
- Maintain confidentiality.
- Work as a proactive, positive member of the North Sound BH-ASO team.

Education and Experience:

- High school diploma or equivalent **AND** four (4) years of related advanced administrative and/or office experience.
- College level coursework preferred.
- An equivalent combination of training and/or experience which provides the required knowledge and abilities.

License and Certification:

- Valid Washington State driver's license and proof of insurance at the time of hire.

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is generally performed in an office environment. Duties involve some travel to other locations to attend meetings and conduct work. Travel outside the local area may be needed to attend seminars or conferences. Duties may include occasional evening meetings. Position requires sitting in meetings or at a desk or computer for extended periods. On occasion, duties will require carrying of supplies/materials up to 15 pounds from vehicle to building for meetings and presentations. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature_____

Date_____

Manager Signature_____

Date_____