

ROGUE VALLEY COUNCIL OF GOVERNMENTS

Job Description

Job Title:	Administrative Specialist		
Department:	Administration		
Location:	Central Point, OR		
Reports to:	HR & Admin Services Director	Travel Required:	Yes
Last updated:	04/24/2025	Classification:	09
Direct Reports: None	Type of position: <u>Full-time</u> Part-time Limited Duration On-Call Intern	Hours: 40 hours / week Exempt <u>Non-exempt</u>	

GENERAL DESCRIPTION

Performs a wide variety of complex administrative tasks to support the Administration, Senior Nutrition, and Senior & Disability Services departments. Answers a multi-line phone system, general RVCOG email inbox, and handles other front office tasks that provide general administrative support in accordance with established practices and procedures. Performs data entry and generates reports from state databases. Provides staff support for the Senior Advisory Council (SAC) and sub-committee meetings.

ESSENTIAL JOB FUNCTIONS

1. Performs walk-in and multi-line telephone reception; provides general administrative support to all departments; copies and distributes materials and prepares correspondence as requested; maintains desk procedures manual.
2. Processes daily mail pickup and distribution, monitors general administration email inbox, maintains conference room calendars, and handles meeting room setup and clean up.
3. Maintains photocopy/mail room area and equipment; maintains inventory of general office supplies and orders supplies as needed and by request; maintains meeting room supplies.
4. Coordinates/schedules services for vehicle maintenance; maintains calendar for shared vehicle use.
5. Maintains NAPIS databases (Oregon ACCESS and GetCare), including ongoing inactivation and clean-up of old cases; maintains hard and digital copy files as backup to database.
6. Performs data entry of donations into Microsoft Excel spreadsheet.
7. Performs data entry of Senior Nutrition Home Delivered Meal and Congregate Meal units in both Oregon ACCESS and GetCare.
8. Performs data entry of OPI invoices in Oregon ACCESS, reviews contractor invoices for accuracy and balances with State Home Care Worker reports on a monthly basis, and records payments.
9. Generates reports out of the NAPIS system, including monthly reports for the Finance Department and other reports upon request.
10. Prepares deposits and maintains the Program Income Data report for Senior Nutrition and OPI.
11. Prepares and mails monthly donation request letters for the Senior Nutrition Program.
12. Coordinates and attends SAC and sub-committee meetings; takes and prepares meeting minutes.
13. Files all project documents, both hard and digital copies.
14. Prepares annual NAPIS State Performance Report (SPR).
15. Maintains strict confidentiality regarding client and provider records.
16. Assists with special projects as assigned.

AUXILIARY JOB FUNCTIONS

1. Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

SUPERVISION RECEIVED

Receives supervision from the Human Resources and Administrative Services Director.

ACCOMMODATIONS

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

RELATIONSHIP TO OTHERS

Maintains frequent contact with all RVCOG staff, Board members, elected officials, contractors, vendors, and the general public. Communicates regularly with OAA contractors, Advisory Council Members, family caregivers, various contractor staff members, and OAA/OPI clients to assure accuracy of data.

QUALIFICATION REQUIREMENTS

EDUCATION, TRAINING, AND EXPERIENCE

2. Education: Completion of high school or equivalent plus additional specialized training in office equipment including computers, word processing, spreadsheets, and database software.
3. Experience: A minimum of three (3) years of administrative experience including customer service and bookkeeping/data entry.
4. Substitution: Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

SPECIAL REQUIREMENTS

1. License: Possession of, or the ability to obtain and retain an Oregon driver license by the time of appointment, or otherwise have immediate point-to-point transportation available.
2. Vehicle: Possession of, or permanent access to, a personal vehicle.
3. Other: Pass Criminal History Background Check; demonstrate knowledge and proficiency in the use of computer software.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. English composition, grammar, spelling, punctuation, and editing;
2. Office practices and procedures; and
3. Confidentiality rules regarding client and provider records.

Related skills:

1. Advanced spreadsheet, word processing, presentation, database, email, virtual meeting, web and desktop publishing skills;
2. Excellent planning and organizational skills;
3. Exceptional skills in performing detailed clerical tasks; and
4. Excellent interpersonal skills with a commitment to delivering high quality customer service in a professional manner.

Ability to:

1. Type accurately at 60 wpm and efficiently perform data entry, including 10-key by touch;
2. Communicate effectively both orally and in writing;
3. Use sound discretion and good judgement to maintain confidentiality;
4. Create and maintain complex files and other record keeping systems;
5. Take and transcribe accurate meeting minutes;

6. Cope with stressful deadlines and perform multiple tasks simultaneously; and

7. Work as an effective team member and establish and maintain harmonious and cooperative working relationships with staff and a wide variety of people.

PHYSICAL DEMANDS

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: occasionally up to 30 pounds; (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; (5) Hearing/Talking: frequent hearing and talking, in person, in public, and on the phone. (6) Emotional/Psychological: constant coworker and/or public contact.

WORK ENVIRONMENT

Work is performed in a typical office environment utilizing a personal computer and a variety of other office equipment. Travel in the two-county area (Jackson/Josephine) is required, and attendance at evening and weekend meetings may be required.

ADDITIONAL INFORMATION

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the employee in this job. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge skills, or abilities required of the position. The various responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, service levels and management's decision on how to best allocate department resources. Any shift variations, emphasis or rebalancing of duties, responsibilities and/or assignments does not constitute a change in the job classification.

APPROVED BY: **Adrian Modjeski**

Date: 04/24/2025

HR & Admin Services Director

REVIEWED BY: **Ann Marie Alfrey**

Date: 04/24/2025

Executive Director

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