

## MMHA/CAC

*An Equal Opportunity Employer*

### POSITION DESCRIPTION

Name of Incumbent:	Position Title: Administrative Assistant
Office/Division:	Reports To: Executive Director
FLSA Status: Non-Exempt	Employment Status: Full-time
Job Description Last Reviewed: 12/3/2025	Job Description Revised: 12/3/2025

Pay Rate \$19.30-\$28.23

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### JOB RESPONSIBILITIES

**In addition to the following, performs other related duties as required.**

Provides various clerical and support services to the Deputy Director and Executive Director; assists receptionist staff to facilitate efficient office operations (e.g., filing, copying, sorting and distributing mail, etc.).

### QUALIFICATIONS

**Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below.**

Completion of secondary education (high school or GED) and 2 years education, training, or practical experience supplemented by administrative support services courses, office computer software fluency, plus previous administrative support experience, or equivalent.

### LICENSURE OR CERTIFICATION REQUIREMENTS

None.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. Performs various clerical duties for the Executive and Deputy Director; types correspondence, reports, proposals, budgets, and other documentation.
2. Prepares and mails various Board packets to members; notifies Board members of meeting dates and times. Takes minutes of Board meetings and other events as needed.
3. Organize and maintain records and master forms related to various programs and prepares electronic and digital reports for internal use and for submitting to regulatory agencies.
4. Maintains the agency's and the Executive Director's files. Maintaining proper files for all contracts, vendors, and personnel.
5. Procurement- Research, request quotes, compare, and recommend the best option for goods and services to be used by the office and public housing.
6. Manages the office supplies and facilitates ordering.

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7. Work with committees and the Executive Director to keep policies, procedures and Standard Operating Procedures and Individual Procedural Manuals up-to-date.
8. Assist with human resource duties as assigned such as employee paperwork, employee events management, employee wellness, employee recognition.
9. Implement public records controls and management and respond to all public records requests as the Public Records Manager. Maintain compliance with FOIA and Sunshine Act Laws.
10. Demonstrates regular and predictable attendance. Serves as daily back-up for reception at lunch.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operation of the MMHA/MCCAC.
2. Completes special projects as needed and directed.

### **MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** agency policies and procedures; office practices and procedures; English grammar and spelling; records management.

**Skill in:** use of modern office equipment; computer operation; typing.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; add, subtract, multiply, and divide whole numbers; respond to routine inquiries from the public and/or officials; communicate effectively; sort items into categories according to established methods; maintain records according to established procedures; develop and maintain effective working relationships; type a minimum of 40 words per minute.

### **EQUIPMENT OPERATED**

**The following are examples only and are not intended to be all inclusive.**

Computer, office software, copier/scanner, and other standard business office equipment.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

The employee: is exposed to chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); may be exposed to irate or emotionally distraught individuals.

Note: In accordance with the U.S. Department of Labor's physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

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### **POSITION DESCRIPTION**

My signature below signifies that I have reviewed and understand the contents of my position description.

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Approval of Executive Director

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Date

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Employee Signature

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Date

O:/JobDescriptions/Admin Assistant 12.3.2025