

# Position Description

**Position Title:** District Administrative Assistant  
**Supervisor:** Executive Administrator  
**Status:** Full-time, Year-round, 40 hours per week, Hourly, Key staff  
**Salary:** \$40,000 – \$50,000 plus pension

**PURPOSE:** This position assists and reports directly to the Executive Administrator and is responsible for providing administrative and clerical services in order to ensure effective and efficient operations of the Bi-District (Alexandria and Arlington Districts).

## ESSENTIAL FUNCTIONS

### General

- Answer phones and greet visitors to the District office. Advance Bi-District communication quality by responding to routine inquiries for information from clergy, members of local churches, visitors, and other callers ensuring that information presented is correct. Refer to other staff members for resolution when appropriate.
- Order all office supplies and other supplies for staff members as needed. Maintain office equipment, including copy machines and postage machines, requesting service as needed.
- Exercise independent judgement and initiative and carry out job functions with or without supervision or instruction.
- Work effectively under time constraints to meet deadlines and manage a number of different tasks concurrently. Ability to work calmly under pressure.
- Maintain privacy of confidential records, correspondence and/or files. Handle all matters with confidentiality.
- Maintain a thorough knowledge of the office, including the location of files, documents and reports. Keep office organized. Open and sort mail.
- Attention to accuracy and detail.
- Maintain and coordinate with Executive Administrator calendar of meetings and appointments.
- Ensure that deadlines for charge conferences are met and proper documentation is received.
- Assist the Executive Administrator in monitoring District committees reporting and ensure that deadlines for meetings and reports are met.
- Send communication to District pastors and laity in coordination with Executive Administrator.

### Financial Responsibilities:

- Manage financial transactions including paying office invoices (rent, utilities, supplies, etc.), processing reimbursement requests and making deposits.
- Manage insurance policies for district.
- Maintain district credit card including tracking receipts for payment.

### Other Functions:

- Perform other job-related duties as required or assigned.

## **REQUIREMENTS AND QUALIFICATIONS**

### **Education/experience:**

- High school diploma or GED and at least two (2) years of relevant experience.
- General knowledge of office management practices and procedures.

### **Required Skills:**

- Operating standard office equipment, including but not limited to computer, copier, printer and phone system.
- Experience in using Excel, MSWord, Publisher, and PowerPoint.
- Basic working knowledge and familiarity with Google applications.
- Experience using email and the Internet.
- Willingness to learn especially with respect to new technologies.
- Ability to work as a member of a team.
- Respect and adhere to confidential requirements.

### **Physical Demands:**

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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; to and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

***The Bi-District (Alexandria and Arlington Districts) of the United Methodist Church is an Equal Opportunity Employer and it does not discriminate on the basis of race, religion, color, sex, national origin, disability, or sexual orientation.***