

## Franklin County Data Center Job Posting: Administrative Assistant

**\$30,129- \$42,181 \*\*Excellent Benefits Package**

**JOB TITLE: Administrative Assistant**

### **SUMMARY**

The Franklin County Data Center is seeking an Administrative Assistant to perform administrative functions of the office. Responsibilities include greeting visitors, fielding phone calls, scheduling appointments, and additional clerical and office support work. This role is responsible for ensuring day-to-day administrative continuity of the office. Must successfully complete 180-day probationary period.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Greet FCDC visitors, directing them to the appropriate area or point of contact.
- Answer the main Data Center phone line, directing caller to appropriate staff.
- Provide information to visitors and control access to Data Center facilities.
- Coordinate and arrange meetings, prepare agendas, reserve and prepare facilities.
- Under the guidance of Executive Administrative Assistant, assists with the coordination of maintenance between Data Center and Public Facilities.
- Assist the Executive Administrative Assistant with office logistics/seating arrangements for staff. May also assist with the FCDC key administration process.
- Gather information and assist with the governance board meetings.
- Scan various projects for monthly Data Board, state audit and other special assignments.
- Assist with the distribution of office supplies.
- Assist with the coordination and scheduling of Data Center facilities, including conference and training room reservation and set-up.
- Assist with the management of Data Center photocopy and mail distribution services, including the publication of official notices and/or other publications.
- Perform meeting room set-up prior to Data Board meetings and assist in preparation of monthly Data Board meeting, as needed.
- Assist the Executive Administrative Assistant with charitable campaign efforts, dress down activities and the water club administration.
- Assist with the planning and execution of specials events, as needed.
- Fulfill general office cleaning duties for common areas including the administration area, kitchenette, and conference rooms.
- Perform other duties, as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and be a reliable presence on site, maintaining appropriate business hours. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in use of a personal computer, printer, copier, fax, and telephone system.
- Proficiency in MS Office, including Word, Excel, and PowerPoint.
- Strong verbal communication and interpersonal relationship skills - including assertiveness, tact, candor, empathy, and sensitivity.
- Strong writing skills including proper use of spelling, grammar, sentence construction, punctuation, and proofreading.
- Strong problem solving skills.
- Excellent follow-up and follow-through skills are required.

### **EDUCATION and/or EXPERIENCE**

High School or equivalent education with some college coursework preferred. Two years of office administration or related experience is also preferred. Education may be substituted for experience at the CIO's discretion.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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.

### **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.

**Data Center Benefits Summary:**  
**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement,**  
**Sick and Vacation Accrual, Tuition Reimbursement**  
**EEO No fees**