

PEOPLES OAKLAND JOB DESCRIPTION

Title (Grade): Administrative/Quality Assurance Manager/Secretary

Schedule: Full time: 9:30 am - 5:00 pm. Some occasional evening, early morning and weekend work necessary.

Program: Peoples Oakland Administrative Team

Supervisor: Executive Director

Areas of Responsibility:

1. Provide clerical and recordkeeping support to Executive Director.
2. Manage and maintain personnel records and benefit plans.
3. Negotiate with vendors and maintain a centralized purchasing and inventory system.
4. Assist the Executive Director in special project/event planning and management.

Specific Duties:

1. Perform clerical duties (word processing, filing, invoice management, correspondence, etc.) in support of Executive Director
2. Manage and maintain agency personnel files, assure completion and recording of new employee forms, collect and file time sheets and provide reports as required.
3. Assist the executive director in renewal of the organizations insurance policies.
4. Assist Management Team in personnel search activities by advertising positions, sorting resumes, scheduling interviews, and related correspondence.
5. Administer employee benefit plans and maintain appropriate records.
6. Negotiate and establish relationships with vendors for the purchase of office equipment, facility maintenance services and office supplies.
7. Shop for program and building maintenance supplies.
8. Maintain centralized purchasing and inventory storage system in cooperation with the Administrative Team.
9. Assist the Executive Director in fund raising and grant management and development of outreach materials.
10. Assist the Executive Director in preparing annual DHS County contract and PAP Plan.
11. Prepare Community Development Block Grants (CDBG) and supporting documents for invoicing.
12. Reconcile petty cash report monthly approved by executive director.
13. Collect and reconcile all receipts for credit card purchases approved by the executive director.
14. Oversee transitional employees in receptionist position.
15. Board meeting preparations/Minutes.
16. Winter Weather Hotline per Executive Directors request.
17. Other duties as assigned by Executive Director.

Information Technology coordination

1. Responsible, with appropriate consultants, coordination of Peoples Oakland computer systems
2. Set-up, maintain and delete staff and intern network computer and unicentric accounts as appropriate and approved by the Executive Director
3. Monitor member computer use and Resource Center computers
4. Monitor functioning of off-site back up contracted with Druva
5. Maintain Sonic Wall purchase and installation
6. Monitor Go Daddy purchases-website hosting; domain names
7. Monitor and recommend the need for upgrades and purchases of new equipment, software, security features and review of future technology needs