

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Administrative Assistant – Business Office
Superintendent

**BEGINNING
SALARY RANGE:** \$20.17 - \$30.95 per hour

**POSITION
DESCRIPTION:** Provides executive administrative support to the Director of Business, Superintendent and others as assigned. High interpersonal, analytical and judgment skills to interact with a wide scope of contacts inside and outside the organization. Capable of handling multiple tasks and maintaining organization of those tasks and records independently for the Director of Business, Superintendent and for those who may require, receive, or provide information to the Superintendent's office. Requires the ability to maintain confidentiality and work independently in specified parameters.

DUTIES:

1. Responsible for organizing, analyzing and tracking all executive and administrative duties of the Superintendent. Prepares a variety of complex and confidential materials to include, but not limited to, board correspondence and board policies with minimal oral or written instruction in an accurate and timely manner. Maintains schedule for updating/reviewing Board policies.
2. Serves as backup to Clerk of the Board and maintains official Board records, including minutes for board meetings and board committee meetings to learn the duties. Assists with preparing of monthly agendas, distributes board packets to board members and senior leadership team monthly and updating the board materials as necessary. Track Board members' terms of appointment and required training.
3. Provides support for the Director of Business: files, prepares reports, letters, notices, etc. as may be required. Assists with preparation of fiscal year and cost reports. Assists with preparation of financial reports required by Administration, Local, State, and Federal Agencies. Assists with internal/external audits as needed.

4. Assists with special projects as assigned by the Superintendent and Assistant Director of Business, i.e. researching various topics and issues, obtaining information.
5. Provides administrative support to Senior Leadership Team. Serves as the Recording Secretary in meetings as assigned i.e.: Leadership Team Meetings, Community Support Services department meetings.
6. Assists in the preparation, tracking and distribution of all Contracts, Agreements, Grants and MOU's and ensure all required documents are attached and signed. Manages contracts with providers for Supported Living and non-Medicaid services. Examples: Room & Board, locally funded grants, other contracts. Updates listing for Contracts Under \$50,000 monthly for the Board.
7. Assists with the coordination of all document storage and destruction activities for the Superintendent and Assistant Director of Business.
8. Processes and distributes patient liability report to Medicaid Services Manager. Prepares notifications for the Medicaid Services Manager to distribute to providers when a patient liability begins, terminates or the amount changes.
9. Obtains utilization data from Gatekeeper and/or Data Warehouse reports and prepares utilization summaries for Medicaid Services Manager and the Business Office (for cost share billings) on a monthly basis.
10. Serves as Recording Secretary for the semi-annual Appointing Authority Meetings. This includes but is not limited to scheduling the meetings, preparing the agenda, gathering lunch orders and recording minutes.
11. Participates in training and educational opportunities both at the agency and through other sources, including statewide opportunities.

RESPONSIBLE TO: Assistant Director of Business

HOURS: Typically, 8 hours daily, Monday through Friday (Flexible to meet the needs of the agency.)

- QUALIFICATIONS:**
1. Associates degree in related field required.
 2. Competency is usually attained based on seasoned practice with diverse tasks, mastery of primary and secondary activities and a broad background with most situations. Experience of over one through three years required.
 3. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
 4. Ability to maintain confidentiality.
 5. Ability to organize time and prioritize multiple projects efficiently and effectively, with attention to detail.
 6. Ability to use sound judgement.
 7. Ability to maintain positive working relationships with others.

8. Ability to be resourceful, innovative and proactive.
9. Ability to communicate effectively, both orally and in writing.
10. Ability to take directions and follow-up promptly on assignments.
11. General office skills.
12. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
13. Must have a valid driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
14. Must provide proof of liability insurance on personal vehicles.

CONTACT:

Jana McVetta, Director of Human Resources and Community Engagement
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED:

January 23, 2024

FINAL DATE FOR

ACCEPTING APPLICATIONS: Until Filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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