



## ALU LIKE, Inc.

### JOB VACANCY ANNOUNCEMENT 18-006 (INTERNAL/EXTERNAL)

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**POSITION TITLE:** ADMINISTRATIVE ASSISTANT III  
**REPORTS TO:** DIRECTOR  
**DEPARTMENT/PROGRAM:** HO`ALA HOU

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#### **Job Summary.**

The responsibilities of the Administrative Assistant III are general clerical at the Department level. This position provides advanced clerical duties under limited supervision for the Ho`ala Hou Department.

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#### **Duties and Responsibilities.**

##### **ADMINISTRATIVE SUPPORT (50%):**

1. Greets guests and screens phone calls; provides program information to the public and makes referrals to the appropriate internal and external resource.
2. Reviews and distributes all incoming correspondence; prepares drafts, types and proofs program documents on grammar and format; responds to routine correspondence.
3. Establishes and maintains office procedures, logging, filing, and record-keeping systems.
4. Extracts and compiles information for program reports, grant proposals, summaries, and other documents for all projects, and assists Director in budget monitoring.
5. Assembles materials, coordinates logistics and notifies participants of scheduled meetings; records meeting notes, prepares minutes and distributes minutes to appropriate individuals.

##### **FISCAL DEPARTMENT SUPPORT (50%):**

1. Prepares and processes vendor purchase orders/invoices; reviews invoices from projects for accuracy and acquires Dept Director's signature for payment.
  2. Assists with travel arrangements for all staff, which include air reservations, ground transportation, hotel accommodations, per diem, and completes required travel request and authorization forms.
  3. Maintains inventory of project furnishings and equipment and affixing inventory labels and provides the Fiscal Dept a report of inventory.
  4. Responsible for the ordering of office supplies and other project related needs.
  5. Serves as point of contact with ALU LIKE Fiscal Department.
  6. Works closely with Project Managers/Coordinators on preparing requisition requests for approval by Dept. Director.
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#### **Interaction.**

The Administrative Assistant III has daily and extensive contacts with internal and external individuals, Hawaiian communities and organizations, vendors, and other organization/agencies.

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#### **Required Job Requirements.**

##### **Education and Experience**

1. Associates Degree **and**
2. Two (2) years secretarial or general office experience.

##### **Substitution**

1. High School Diploma or equivalent **and**
2. Four (4) years secretarial or general office experience, when such experience provides the functioning level described above.
3. Relevant education above an AA Degree may substitute for experience and relevant experience may substitute for education on a year for year basis.

**POSITION TITLE: ADMINSTRATIVE ASSISTANT III**

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**Required Job Requirements. (Continued)**

Skills, Knowledge & Abilities

1. Ability to work effectively with people of diverse backgrounds.
2. Good oral and written communication skills; ability to compose correspondence/reports and summaries.
3. Plan, organize and carry out secretarial functions.
4. Have an overall awareness of the activities and administrative framework of the project/department.
5. Type 50 net wpm.
6. Ability to operate standard office machines; personal computer using Micro Soft applications.
7. Knowledge of business letter formats and office practices.
8. Ability to work independently without direct supervision.
9. High accuracy and ability to work under pressure during peak periods.
10. Valid Hawaii driver's license, current personal no-fault insurance, and daily access to an automobile.
11. Excellent driving record verified by a State of Hawaii traffic abstract.

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**Working Environment.**

The position basically works in an office environment. Physical work may include light lifting, carrying, pushing, and pulling which will not exceed 15 pounds.

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**Desired Requirements.**

1. Previous experience in State or Federally funded programs.
2. Knowledge of other ALI projects/programs.
3. Knowledge and understanding of the Native Hawaiian culture and values.

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**REVIEW/APPROVAL SECTION:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Officer's Review: \_\_\_\_\_ Date: \_\_\_\_\_

President/CEO's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PERSONNEL/PAYROLL/SAFETY OFFICE USE ONLY:**

EEO Category Code: \_\_\_\_\_ Employment Classification: NE

Salary Level: 7 Last Revision: 11/03/16

Date Copy of Approved JD Sent to Dept.: \_\_\_\_\_