



JOB DESCRIPTION

Administrative Assistant III – MultiMedia Manager

Position Code: AMMA

SALARY RANGE – 948

FLSA Status : Non-exempt



DESCRIPTION:

Under direction, coordinates and supervises the Association office operations when so tasked, and supervises and participates in a variety of complex clerical and administrative support functions for the Executive Staff of the Association and/or its Trusts. The Administrative Assistant Multi-Media Manager (AAMM) will report to the Executive Director.

The Administrative Assistant series is used to perform a wide variety of administrative staff work requiring specialized knowledge of the Association and advanced office procedures. The position requires frequent and responsible public and member contact, as well as contact and coordination of service providers to the Association. This specific position will also include managing a new multi-media project for RSA requiring specialized knowledge in the creating, editing and publishing of content both in a social media environment and multi-media environment. Incumbents must work cooperatively with staff; prepare accurate reports; solve problems related to office management, including work flow and staffing needs; work under pressure accomplishing the duties and responsibilities of the position; and to perform other duties as required. Incumbents will act as the Manager overseeing contracts and projects with private multi-media /social media partners.

Incumbents of this position will perform the most complex assignments where work is of a highly specialized nature, requiring significant expertise and the exercise of independent judgment on matters where the consequence of error is high. They will handle specific assignments and duties tasked by the Executive Director.

BASIC QUALIFICATIONS: Including, but not limited to,

Knowledge of:

- The principles, methods, and equipment used in information processing and multi-media applications;
- Correct English usage, grammar, spelling, vocabulary, punctuation, format, and style;
- Office procedures, including preparing correspondence and reports, filing, and operating standard office equipment;

- The principles of supervision including training, directing, and evaluating subordinates.

Ability to:

- Plan, schedule, coordinate, and supervise the daily activities of other staff members;
- Communicate clearly and effectively in both writing and speaking;
- Understand the capabilities and applications of information processing equipment;
- Use initiative and judgment in setting up formats for a variety of documents;
- Proof and correct copy into acceptable final form;
- Store and retrieve a variety of documents and subdocuments;
- Meet production and accuracy standards;
- Establish, maintain, and promote effective working relationships; and
- Type 50 words per minute.

Experience:

- Two years experience as an Administrative Assistant II with the Riverside Sheriffs' Association or similar experience with another public or private entity with a similar nexus. Must have professional work experience in the multi-media field including familiarity with social media and multi-media platforms. At least two years experience working in an office environment, performing tasks that are substantially similar to those required of this position.

TRAINING & EDUCATION REQUIREMENTS:

- An Associates' Degree from an accredited college in a related field of study is required to apply. An Undergraduate Degree is preferred and will be required within two years of employment at the incumbent's own expense.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

Incumbents of the Administrative Assistant classifications are required to possess excellent interpersonal skills, including oral and written communication skills.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Supervises and provides training to subordinate staff members as

required;

- Conducts annual performance evaluations with subordinate staff members and provides appropriate counseling and feedback as required;
- Identifies problems and develops and implements solutions using appropriate work procedures;
- Manages all aspects of the Multi-Media outreach project for RSA;
- Has responsibility for monitoring, ordering, and maintaining inventory supplies and equipment, and for resolving procurement problems;
- Gathers information, conducts surveys and performs other limited research as required;
- Types letters, memoranda, reports or other materials from marginal notes, rough drafts, dictation or verbal instructions, including correct grammar, spelling and punctuation;
- Maintains forms control system;
- Composes correspondence independently and reviews documents for accuracy and completeness;
- Maintains updated list of Directors & Staff;
- Develops and maintains various Association business files and keeps appropriate records;
- Responds to questions from members regarding Association services;
- Coordinates reservations and travel arrangements for Association Officers, Board members, and staff;
- Responsible to see that office equipment is maintained in proper order;
- Assists in researching, planning and developing various projects;
- Assists in handling member complaints regarding payroll deductions;
- Coordinates out-going bulk mailings with mailing house;
- Processes payroll deduction change requests as necessary;
- Handles the day-to-day calendar, schedule, and various tasks for the Executive Director;

- Maintains written procedures for required duties and responsibilities;

NOTE: *The Riverside Sheriffs' Association reserves the exclusive right to amend any portion of this job description at any time and without prior notice.*