



DISCLAIMER: Please note that this job description is designed to denote the nature and level of work to be performed. It is not intended to be inclusive of every duty and responsibility. An employee may be required to perform other assignments that are not listed on this job description while employed in this position.

JOB TITLE: Administrative Assistant

IMMEDIATE SUPERVISOR: Vice President of Administration

JOB MISSION:

This position is responsible to provide secretarial and administrative support and to coordinate all associated activities for the Timber Lakes Property Owners Association. This position is also responsible for working with the assigned Director on the Board and maintaining a professional, efficient, comfortable and friendly atmosphere within the office setting to assist property owners, employees, contractors, guests and visitors with their various needs regarding questions, directions, fees, payments, etc.

ENVIRONMENT:

When in the office this position operates in the Timber Lakes business office near the entrance to the development. When assisting with security the position will be available to help as needed in the gatehouse. When assisting the road crew, the position requires driving to pick up or deliver parts and supplies. The position also requires driving to and from the bank or other local locations as directed.

LEVEL OF SKILL OR EXPERIENCE

1. Typing, filing, organizing
2. Computer, telephone, fax, copier
3. Multi-tasking skills
4. Excellent communications skills
5. Excellent oral and writing skills
6. Excellent public relations skills
7. Valid Utah drivers license and clean driving record

PROBLEMS AND CHALLENGES

1. Ensure paperwork flows smoothly and efficiently
2. Answer questions and/or direct incoming calls to proper location
3. Organize workload according to priorities
4. Manage and prioritize clerical tasks for the TLPOA in general
5. Attend monthly Board meetings and take minutes

DECISIONS MADE AND REFERRED

- Made:
1. Determine office work priorities (in consultation with Board member as necessary)
 2. Determine proper channels for incoming calls
 3. Forward & distribute correspondence to appropriate Board member or employee

- Referred:
1. Assist in determining work priorities
 2. Office procedures and protocol

PRINCIPAL CONTACTS

1. Director in charge of Administration
2. Director in charge of Security

MAJOR ACCOUNTABILITIES

1. Provide office and secretarial support for the Association (not necessarily in order of importance):
 - Maintain regular office hours as determined by the Board
 - Establish and maintain a good working relationship with Board members and property owners
 - Answer phone, route calls to proper individual, deliver messages and place calls
 - Receive and assist office visitors
 - Handle incoming and outgoing mail and assist in mail distribution
 - Set up and maintain files in a neat and orderly manner
 - Keep office neat, organized and clean (including office area, storage room and restroom)
 - Purchase office supplies
 - Pick up, distribute, log and appropriately forward all incoming mail and correspondence, including plans
 - Manage petty cash account
 - Handle incoming payments, invoices, etc with TLPOA accountant
 - Stay up-to-date with daily email correspondence and requests
 - Attend monthly TLPOA Board meetings and take minutes
 - Update, change and maintain a current list of all property owners
 - Order, and pick up when necessary, office supplies
 - Assist new hires with paperwork, forward information of our PEO
 - Collect time cards, correctly record hours worked, obtain any mileage forms, fax information to PEO
 - Help distribute permits and decals as instructed
 - Work with accountant on invoicing and receipt of HOA fees
 - Work with accountant on bills
 - Collect plans for new structures, remodels, etc and forward them to the appropriate Board member
 - Assist with the annual July TLPOA meeting

2. Assist Security Operations (not necessarily in order of importance):
 - Man the Guard House and maintain restricted access as assigned
 - Patrol the development in TLPOA vehicle as assigned
 - Answer questions from visitors, receive telephone calls as needed
 - Special projects as assigned

3. Assist Road Crew (not necessarily in order of importance):
 - Pick supplies and parts as requested
 - Drop off items for repair as requested
 - Update Road Log Book

ADDITIONAL COMMENTS

This position requires a professional posture at all times with a common sense approach and a solid, basic understanding of all facets of Timber Lakes operations. Technology advancements require that we now communicate via e-mail rather than memos, and many of our routine processes are carried out in a paperless environment.

PHYSICAL EFFORT:

1. Computer and calculator
2. Telephone
3. Printer, facsimile, copier, scanner
4. Basic cleaning and maintenance
5. Periodic moving of some materials and supplies, up to 50 lbs.

PHYSICAL WORKING CONDITIONS:

Must be able to safely navigate a vehicle in all types of weather, including snow and ice. This includes arriving to work in Timber Lakes and moving around within the development during working hours.

HAZARDS:

Working with basic cleaning materials and chemicals.