3.13 ADMINISTRATIVE PROFESSIONAL JOB DESCRIPTION

INTENT:

The function of the Administrative Professional is to provide administrative support to the organization and assist in daily office operations in accordance with LICA policies and bylaws.

3.13.1 DIRECTIVES:

- Create and maintain databases for filing, inventory, and mailing distribution systems which include, but is not limited to, a list of current LICA membership, volunteers, sponsors, LICA committees, LICA Board of Directors and contacts , within the LICA region.
- Record and process inquiries in a friendly, courteous manner and forward individuals to the appropriate company, department, or individuals as required.
- Maintain an effective office system for LICA and operate within budget constraints.
- Collect content and prepare documents, including reports, meeting agendas, and meeting minutes.
- Provide information to the board, committees, and general public, in a timely fashion.
- Copy and collate documents for distribution, mailing and filing.
- Attend LICA, Board, and committee meetings to record and distribute minutes.
- Schedule and prepare for Board and committee meetings and manage meeting/board room bookings.
- Compile data, statistics, and research information as requested.
- Establish priorities, work independently, and proceed with objectives without supervision.
- Support the operation and administration of the LICA Board and committees.
- Assure LICA's Mission, Vision, and Values, and services are consistently presented in a strong, positive manner to all stakeholders.
- Become fully familiar with LICA's bylaws, policies, and procedures.
- Complete any other tasks pertaining to LICA business as requested by the Executive Director.

Review Dates: September 10, 2008; June 2009; November 26, 2009; June 28, 2017, June 17, 2020
Approval Dates: November 26, 2009; September 7, 2017; September 24, 2020

3.13.2 IMPLEMENTATION:

3.13.2.1 When hired, the Administrative Professional will review the job description with the Executive Director.

3.13.2.2 The Administrative Professional is required to sign an employment agreement to indicate understanding of the included responsibilities.

3.13.2.3 The job description is the basis for a performance evaluation process.

Review Dates: September 10, 2008; June 2009; November 26, 2009; June 28, 2017, June 17, 2020
Approval Dates: November 26, 2009; September 7, 2017; September 24, 2020