

Job Description

Position Title: Administrative Assistant, Narragansett Bay National Estuarine Research Reserve

Employment Status: Part time, flexible schedule, 14-21 hrs/week,

GENERAL STATEMENT OF DUTIES: To serve as an administrative assistant to the Manager and staff of the Narragansett Bay Research Reserve; to assist in the requisition of supplies and service, to be responsible for routine but important administrative tasks such as maintaining inventory, tracking spending, and to handle correspondence and other routine matters related to the general operation of the Reserve. Office location will be Prudence Island minimum one day a week. Auxiliary office space is available in Providence when not on Prudence Island.

SUPERVISION RECEIVED: Works under the general supervision of the Manager, who may occasionally delegate supervision of specific tasks to other full time staff members when appropriate.

SUPERVISION EXERCISED: May rarely, supervise students or interns to assist in specific administrative tasks as delegated by the manager.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To update and maintain the Reserve file system in electronic or print formats as needed,
- To update, maintain or create Excel spreadsheets of all relevant Reserve related expenditures, inventory, contact information and other grant related information,
- To handle routine administrative details such as: paper mass mailing, working with DEM staff and contractors to acquire supplies and services, filing of timesheets, inventory and other routine tasks,
- To perform word processing and data entry functions utilizing sophisticated word processing software programs including but not limited to, Excel, Word, and other advanced word processing programs and data entry methods and procedures.
- To generate reports, documents, letters, mailings and other materials using appropriate software applications. To organize data and formulate methods for data presentation based upon needs and requirements. As required, to supervise and review the work of students or interns who may assist the administrative assistant,
- To perform other routine clerical tasks incidental to the work of the office, and to do related work as required to support overall Reserve functions.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A demonstrated knowledge of office methods, practices, procedures and terms; a thorough knowledge of business English; a working knowledge of commercial arithmetic; the ability to perform complex data entry/word processing functions with reasonable speed and accuracy ; the ability to generate reports, documents, letters and other materials using appropriate software applications (MS Office Suite); the ability organize data and files to formulate methods for data presentation; to the demonstrated ability to independently handle, routine but important administrative details including the composition of

important letters and memoranda; the ability to exercise a high degree of initiative and judgment; the ability to understand and follow complex written or oral instructions; the ability to establish and maintain effective working relationships with other state departments or agencies, public and private organizations and departmental or agency personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: a minimum of graduation from a senior high school, including or supplemented by courses in typing, word processing and business practices; and

Experience: Such as may have been gained through: employment in a responsible administrative position including difficult or complex clerical duties and the independent handling of minor administrative details, or any combination of education and experience that shall be substantially equivalent to the above education and experience.