



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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**Cynthia W. Burton**  
Executive Director

May 21, 2021

## **JOB ANNOUNCEMENT**

**Title:** Executive Assistant

**Location:** CSP Administration Office

**Employment Classification:** Regular, Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Salary dependent on experience. DO NOT APPLY UNLESS ALL QUALIFICATIONS ARE MET. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline:** Friday, June 4, 2021 at 12:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. EOE AA M/F/Vet/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama

### Job Description

**Job Title:** Executive Assistant

**Division/Department:** Administration

**Reporting Relationship:** Executive Director

**Location of Job:** CSP Administrative Office

**Exemption Status:** Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

**Work Schedule:** 8:00 a.m. – 6:00 p.m. Monday through Thursday; 8:00 a.m. – 12 noon Friday

**Grade/Salary:** Salary dependent on experience

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### **Summary of Duties and Responsibilities**

The Executive Assistant is responsible for providing administrative support functions to the Executive Director and Board of Directors. The position requires initiative, independent judgment and confidentiality, and the establishment and maintenance of good public relations. The position serves as liaison between Executive Director and staff. The work includes oversight and administration of special projects, typing, filing, preparation of various reports and circulars. The Executive Assistant must maintain current knowledge of agency and grant administration policies and procedures. The Executive Assistant must be knowledgeable and follow good office procedures and be computer proficient. The position requires the ability to represent the Executive Director at meetings and at public functions on occasion, as requested by the Executive Director. A high level of confidentiality is required.

### **Essential Functions:**

- Type and proofread correspondence, memos, and other materials as required.
- Provide clerical and administrative support for case management services.
- Develop, maintain and audit accurate filing and information systems.
- Inventory, order and manage supplies.
- Duplicate and distribute materials as required.
- Greet callers and visitors, receive telephone calls as assigned, and provide information, instruction and referrals.
- Process incoming and outgoing mail.
- Maintain schedules, prepare reports, plan events, and make travel arrangements

- Assist in preparation of various reports.
- Participate in required training.
- Other duties as assigned.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- Possession of a High School Diploma or equivalent.
- Secretarial and Bookkeeper Certificate; AND/OR
- Two years work experience in secretarial and bookkeeping.
- Experience in office management procedures is mandatory.
- Project management experience highly desired.
- Experience facilitating Board of Directors meetings and activities desirable.

**Certificates, Licenses, Registrations:**

- Secretarial and Bookkeeper Certificate desired.
- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

**Language Skills:**

- Ability to communicate to diverse populations, including coworkers, clients, community members, and representatives of government and funding agencies.
- Ability to effectively present information to program participants, visitors, vendors, etc. with exceptional customer service skills.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to type 50 words per minutes.
- Excellent computer skills including, but not limited to solid working knowledge of Microsoft productivity software.
- Ability to schedule and facilitate virtual meetings using various platforms (i.e., Zoom, Teams, etc.)
- Ability to utilize various databases, including FACSPRO and EasyTrak to perform data entry and to maintain and query databases.
- Ability to maintain accurate filing systems.

- Proficiency in spelling, punctuation and written sentence structure.
- Ability to utilize a variety of office machines.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to gain solid working knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Must be capable of being bonded.
- Must successfully obtain all required background clearances.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Extensive data entry is required and extended periods on the phone is customary. Multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone, fax machine, and personal automobile.

**The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.**

**REV: 3/5/2021**

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*