

**ASPIRE BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITY SERVICES
JOB ANNOUNCEMENT**

Job Title: ADMINISTRATIVE ASSISTANT TO CEO Classified _____ Unclassified <u> X </u>		Unit and Location of Position: Administration – Albany, Georgia	
Announcement Begin Date: January 4, 2018		Announcement Deadline: Open until filled	Telephone #: (229) 430-4433
Position Number: 00044412	Pay Grade: 12	Annual Salary: \$32,000.00	
GENERAL NATURE OF WORK: Under general to limited supervision, provides professional-level administrative support to the Executive Director of Aspire, which requires exercise of independent judgment and initiative. Provides advanced technical-level support and office administration to assigned functions or program areas. Represents program, division or agency, provides information and assistance as liaison to internal and external customers, resolves issues and prepares research data. Assists in the operation, management and planning of the organization, coordinates meetings and agendas.			
QUALIFICATIONS: Eight or more years of administrative support experience. Experience in the Mental Health/Mental Retardation/Substance Abuse, Medical Office Management, Public Health, or Legal Office setting. Extensive experience in using Excel, Outlook, Word, and PowerPoint software. Experience in administrative processes to include tracking, accreditation, funding, public relations, proposals, site surveys and certification procedures, etc. Post-secondary/vocational-technical coursework related to business office management or college level coursework may substitute on a year for year basis on the eight year experience requirement.			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Grant writing experience. Experience working with others as part of a work team.			
<input checked="" type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Human Resources Department.			
ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE: HUMAN RESOURCES OFFICE ASPIRE BH & DD SERVICES 1120 WEST BROAD AVENUE, SUITE C-5 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719 An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433.			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) <input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input type="checkbox"/> Employees currently in a classified position with permanent status would keep their classified status if selected for this position. <input checked="" type="checkbox"/> This announcement is open to all current Albany Area BH/DD/AD Services and Southwestern State Hospital employees who meet minimum qualifications for the position.			
Aspire BH & DD Services does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.			