

Administrative Assistant

Reports To:	Administrative Services Manager
Status:	Full Time
FLSA:	Non-Exempt
Union:	None
Salary Range:	\$45,864 - \$71,884.80
Hourly Range:	\$22.05 - \$34.56
Revised:	01/01/2026

POSITION PURPOSE:

This position provides specialized administrative work supporting organizational operations by providing governance, financial, human resources, facilities, and records management support to directors and managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Governance Support

- Schedule and attend meetings of Dakota 911 Board of Directors, Executive Committee, Operations Committees and others as required
 - Maintain representative contact information
 - Assist with preparation and distribution of meeting agenda and packet materials
 - Assist with creation and communication of organizational reports
 - Assist with room setup
 - Serve as scribe, accurately recording attendance, documenting discussions and tracking decisions and actions

Financial Processing

- Enter and route accounts payable invoices for approval and payment
- Track invoices to ensure accuracy, timeliness, and compliance with financial procedures

Human Resources

- Support onboarding and offboarding of staff
- Support annual open enrollment

Facilities, Security and Visitor Management

- Facilitate and monitor facility work orders, serving as liaison between staff and facilities/maintenance teams
- Monitor Dakota 911 facility access in accordance with secure facility access policies and protocols
 - Badges – issuance, deactivation, and quarterly access reporting review
 - Keys – inventory management
 - Direct contractors, verifying identification and ensuring escort when needed

Records and Data Management

- Maintain physical and electronic records in accordance with organizational data retention policies.
- Ensure secure and accessible storage of sensitive governance and administrative records.
- Coordinate archiving and destruction of records when appropriate.

General Administrative Support

- Provide administrative assistance to directors and managers as requested.
- Support uniform order efforts including new hire and annual reorders.
- Maintain professional communication with internal and external stakeholders.
- Maintain operating supplies.

- Collect and distribute incoming mail and packages.
- Greet visitors.
- Assist residents with online mass telephone notification system registrations.
- Manage meeting room schedule.
- Facilitate data retention practices and procedures, reviewing and approving scheduled document destruction.
- Assist with design and development of staff communications and annual organizational reports.
- Facilitate Dakota 911 uniform ordering and replacement efforts.
- Coordinate semiannual cleaning efforts
- Maintain reliable and consistent attendance to ensure required staffing levels and uninterrupted operations.
- Be physically present and on duty as scheduled and expected of this critical service position which requires continuous coverage to meet operational and service demands.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in a variety of software applications.
- Excellent written and verbal communication skills.
- Strong organization skills, with the ability to multi-task, work independently and meet established deadlines.
- Strong typing skills with ability to scribe in session meetings.
- Ability to establish and maintain effective and cooperative working relationships with Dakota 911 and member agency partners.
- Ability to maintain a positive and professional demeanor.

QUALIFICATIONS:

- High school diploma or equivalent
- 3+ years of administrative experience

DESIRABLE QUALIFICATIONS:

- One-year experience supporting governance, finance, facilities or security functions

WORKING CONDITIONS

- Standard office environment with occasional lifting of up to 40 lbs.
- Regular, predictable attendance required.
- Must be available to work early morning, evening, weekend or extended hours when needed.
- Position requires work in a secure facility environment and adherence to access control protocols.