

## **ASSISTANT STATE ADMINISTRATOR POSITION DESCRIPTION**

### **PURPOSE:**

The purpose of this policy is to describe guidelines in order to assist the State Administrator in the performance of the duties for that position.

### **GENERAL RANGE OF RESPONSIBILITIES:**

1. Under supervision of the State Administrator carries out assignments and duties as they pertain to the position of an Assistant State Administrator and is responsible for the efficient management of Lions State Office, including the supervision of all office personnel.
2. The Assistant State Administrator is authorized to make decisions and carry out the same duties and responsibilities as the State Administrator during his/her absence or anytime in judgment of the Assistant it is prudent to do so. Such action should be brought to the attention of the State Administrator at the first opportune time.
3. Qualifications/Experience:
  - a. Should have previous experience in business administration and office management.
  - b. Ability to plan, lay out and direct the administrative services as they relate to the Multiple District State Office.
  - c. Ability to communicate effectively both orally and in writing.
  - d. Ability to maintain effective working relationship between State Office and members of the Council of Governors.
  - e. Good knowledge of and working experience with all types of office equipment.
4. Working Relationships:
  - a. Reports directly to the Multiple District State Administrator.
  - b. Directly supervises all office personnel.
5. Office Responsibilities:
  - a. Maintain an accurate set of financial records for review by the State Administrator and the Council of Governors.
  - b. Prepare monthly financial reports and distribute them in accordance with Policy No. 104.
  - c. Present invoices or bills to State Administrator for approval to pay.
  - d. Sell and receive funds from the sale of State Pins and other State Supply Store accessories.
  - e. Record or direct recording of Council of Governors Meeting minutes and distributes them in accordance with Policy No. 104.

- f. Prepare and mail semi-annual Per Capita Tax Invoices to each Lions Club in Multiple District 14.
  - g. Receive funds for Per Capita Tax from individual Lions Clubs.
  - h. Maintain an accurate record of the Per Capita Taxes and of the clubs who have or have not paid their taxes.
  - i. Prepare and forward to each District Governor a list of clubs delinquent in their State Per Capita Tax.
  - j. Make all bank deposits for all accounts. Keep State Administrator advised of bank deposits and bank account balances.
  - k. Prepare other reports as directed by the State Administrator.
  - l. Render assistance to the District Governors upon request for any information that would pertain to their working relationship with the State Office.
6. Dress Code for the State Office
- a. Appropriate attire either business or casual for daily office functions (casual attire does not include shorts, sandals, jeans, athletic shoes or other inappropriate dress).
  - b. Council of Governors meetings and any Multiple District meeting he/she shall follow the dress code of State Council.
  - c. Council of Governors/Convention dinners, appropriate suit/dress unless required to be seated at the head table.