

## **STATE OFFICE ADMINISTRATIVE ASSISTANT**

### **PURPOSE:**

The State Office Administrative Assistant provides administrative support to the Pennsylvania Lions State Office and assists the State Administrator on the overall functioning of the State Office of the Pennsylvania Multiple District 14.

### **GENERAL:**

1. State Office Administrative Assistant Job Description will be created as directed by the Council of Governors. Said job description will be in accord with provisions listed in the Multiple District 14 (Pennsylvania) Constitution and By-Laws. It will provide details and guidance for the State Office Administrative Assistant regarding specific responsibilities and requirements for holding this position. The original job description and subsequent revisions will be reviewed by the MD-14 Constitution, By-Laws and Policy Committee before submission to the Council of Governors for approval.
2. Candidates for the position of State Office Administrative Assistant should have past experience as an administrative assistant and possess demonstrated proficiencies with current office technologies.
3. The State Office Administrative Assistant will be hired by the State Administrator. A starting hourly wage for this employee will be negotiated at the time of employment. This hourly wage shall be commensurate with his/her level of education, job experience, specialized training, and industry standards for Pennsylvania non-profit organizations of a similar size and nature.
4. Benefits available to the State Office Administrative Assistant will depend on the number of hours they are hired to work. Such benefits are detailed in the Multiple District 14 Employee Handbook. These benefits may include, but are not limited to, vacation days, holidays, illness leave, and bereavement leave as specified in the Multiple District 14 Employee Handbook.
5. By virtue of this policy, the State Office Administrative Assistant may be authorized, with the Council Chairperson's approval, to make decisions and carry out the same duties and responsibilities as the State Administrator during his/her absence or anytime, in the judgement of the assistant, it is prudent to do so. Such action/s should be brought to the attention of the State Administrator at the first opportune time.

6. The State Administrator will conduct an annual performance review of the State Office Administrative Assistant, which will be shared with the Council of Chairperson and the Council of Governors. Hourly wage adjustments for the State Office Administrative Assistant will be based on this performance review.
7. Employment of the State Office Administrative Assistant shall be governed by and under the laws of the Commonwealth of Pennsylvania. Both the Employer and the Employee shall submit to the exclusive jurisdiction of, and venue in, the state and federal courts located in the Commonwealth of Pennsylvania.