



LUZERNE INTERMEDIATE UNIT

368 Tioga Avenue
Kingston, Pennsylvania 18704-5117

Dr. Anthony Grieco
Executive Director

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<http://www.liu18.org>

Elizabeth Krokos
Assistant to the Executive
Director for Student Services

John J. Gordon
Business Manager

Ty Yost
Assistant to the Executive
Director for District Services

Ronald Musto
Personalized Academy of
Learning

Jennifer Runquist
Behavioral Health

Joseph DeLucca
Administrative Services

Date of Notice: May 21st, 2024

Job Title: Administrative Assistant

Location: Behavioral Health Department

Reports To: Director of Behavioral Health

Terms of Employment: Full – Time

Qualifications: High School Diploma with a minimum 1 + years of experience in Office Operations.

Application Process: See “Request for Position” below

Please submit cover letter, resume and application (www.liu18.org), and three letters of reference to:

Angela Federici-Manumpahi, HR Coordinator
Luzerne Intermediate Unit #18
368 Tioga Avenue
Kingston, Pa. 18704

Luzerne Intermediate Unit 18

Job Description

Job Title:	Administrative Assistant
Qualifications:	Must possess a High School Diploma with a minimum 1 + years of experience and/or training in Office Operations. Excellent oral and written expression; excellent organizational and leadership skills; ability to coordinate with member district administrators, professional and support staff; ability to adapt to highly stressful circumstances. Must have proficient computer skills in Microsoft Data Base and Web Base applications. Must possess a valid Pennsylvania Driver's License. Must possess Act 34, 151, and 114 Pennsylvania Clearances.
Classifications:	Support Staff
Reports To:	Program Director
Program Goal:	Contribute to the effective operation of the Luzerne Intermediate Unit so that it can play its effective part in the educational process and the provision of services. To perform all secretarial functions necessary to assist the Program Director; ensure effective and efficient office operations; be an integral part of the IU vision and mission.
Supervisory Responsibilities	The position is confidential. There are no supervisory responsibilities.

Essential Job Functions

Essential job functions represent the fundamental job duties and accountabilities of the employment position the individual holding the position must be capable of performing. Persons with disabilities can perform these with or without reasonable accommodations. The Executive Director or his/her designee may assign other duties and accountabilities limited to those consistent with the applicable scope of the appropriate professional job function.

1. Assists with Interdepartmental Functions

- Follow the process and adhere to timelines set forth by the business office for submitting paperwork and fiscal reports. (I.e. requisitions, payroll notification forms, expense vouchers, time sheets, salary adjustments, purchase orders, graphic arts forms etc.)
- Prepare the posting of open assignments.
- Assist in the planning and arranging of logistics for both local and regional conferences, training and departmental meetings.
- Provide back-up for miscellaneous secretary duties.
- Prepare/ maintain a master employee list on google docs with phone numbers and addresses on a monthly basis.
- Complete Promise Enrollments for each licensed site enrolled

- Prepare/ maintain a master promise enrollment site list on google docs.
- Maintain/ update training records within Relias on all employees and notify staff when they are deficient hours.
- Maintain/ update policy and procedure manual on a yearly basis.
- Update linkage letters yearly and send out to all local providers for signatures.
- Check and sort mail

2. Provide Administrative Support to Director/ Assistant Director

- Type and file monthly board reports and motions.
- Schedule appointments, manage calendar and coordinate schedule for meetings, appointments and conferences.
- Prepare documents for meetings and conferences.
- Demonstrate the proficient use of word, power point, and excel as appropriate
- Maintains professional interactions, appropriate attire and confidentiality at all times.
- Answer telephone calls and emails regarding every day events within the department.
- Coordinate day to day events and projects as directed.
- Correlate, file and maintain all electronic and manuel files that may be readily available for any report, audit or information necessary on a daily, quarterly and yearly basis.
- Keep up to date files for yearly audits and credentialing/ relicensing.

3. Maintains Multiple Databases and/or Records

- Maintains accurate records on all requisitions, mileage requests, and procurement purchases.
- Submits monthly data reports to the business office on all procurement card purchases.

Other Job Functions

Other job functions identify accountabilities that are performed but are not essential as defined above. Other job functions may be reassigned and must not prohibit the employment of a person with disabilities. Also performs any other responsibility as assigned by the Executive Director.

Terms of Employment

Salary and benefits are in accordance with Bargaining Unit Contract.

Evaluation

Performance evaluated by the direct supervisor in accordance with the administrative procedure for evaluating non-professional employees.