



DEPARTMENT OF PERSONNEL, CITY HALL, 70 ALLEN STREET, ROOM 107, PITTSFIELD, MA 01201 PHONE: 413-499-9340

**JOB POSTING**  
**FULL-TIME, NON-EXEMPT, NON-UNION**

**ADMINISTRATIVE ASSISTANT I**  
**PITTSFIELD COUNCIL ON AGING**

The City of Pittsfield's Council on Aging (COA) is currently seeking a qualified individual to fill the position of **Administrative Assistant I**. Under general supervision of the Executive Director, the incumbent is expected to assist with the administrative duties that include answering phones, client intake, record keeping, and correspondence.

**RESPONSIBILITIES**

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- Assist in main office to include reception, secretarial, mail, supply orders, equipment maintenance & inventory, maintenance of program files & records, update databases, and COA materials.
- Oversee, train and delegate tasks to main office clerical volunteers.
- Coordinate the volunteer office tasks and volunteer work schedule.
- Maintain main office environment to be attractive & neat. Update calendars, general office lists, bulletin board and seasonal decorations.
- Provide daily check in calls to shut-in clients. Log obituaries and transportation information.
- Prepare and submit accurate billing reports for BRTA.
- Create and distribute attendance sheets for all activities.
- Attend webinars for "My Senior Center" database software.
- Keep track of volunteer hours for Senior Center and RSVP.
- Obtain and submit CORI request forms.
- Assist with other programs, parties, and recognition events as needed.
- Assist with Supportive Day activities when needed
- Performs other duties as required or assigned.

**QUALIFICATIONS**

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- High school diploma or equivalent
- Three to Five years of directly related full time experience with office procedures & practices in a modern office setting.
- Experience working with Senior Citizen population preferred
- Strong computer and internet skills, including Microsoft Office – experience with MUNIS software preferred.
- Ability to establish and maintain a cooperative working relationship with other employees and the public; must have strong interpersonal skills.

**Monday – Friday, 35 hours per week**  
**8:30AM – 4:00PM**  
**Salary: \$12.75 - \$14.77 per hour**

**DEADLINE TO APPLY: Wednesday, February 5, 2020 @ 4:00PM**

For full job description and/or to apply, please visit our careers page:  
<https://CityOfPittsfield.Hyrell.com>