

League of Kansas Municipalities

Job title	Administrative Specialist
Reports to	Executive Director, Director of Engagement
FLSA Status	Non-Exempt/Full Time

Position description

The Administrative Specialist provides administrative and clerical support for the executive director and staff. Successful candidates must have excellent customer service skills and the ability to work in a fast-paced environment with strong attention to detail and maintaining a balance among multiple priorities. The ability to utilize strong organizational skills and the dedication to complete projects in a timely manner is essential.

Our team at the League of Kansas Municipalities works to assist members in solving issues to help strengthen their cities. This position is key to the overall mission of the League and the individual must be dedicated to achieving work goals of the organization.

Duties and responsibilities

- Sets meetings, manages calendars and schedule travel.
- Photocopy, assemble and mail ordered publications.
- Coordinate the administrative functions of multiple programs.
- Coordinate agendas and logistics for Governing Body meetings and take minutes at all meetings.
- Prepare Governing Body meeting minutes and draft correspondence.
- Maintain correspondence of the Governing Body and executive director.
- Oversee logistics of Policy committee meetings and other Legislative Events
- Provide administrative assistance for other meetings and trainings.
- Answer and route telephone calls to appropriate staff; greet and direct visitors.
- Prepare word processing documents, spreadsheets, and presentations.
- Update website and produce other electronic communications.
- Conduct research assigned by the executive director.
- Maintain inventory of office supplies.
- Responsible for contributing to a positive working environment.
- Perform other duties as assigned.

Qualifications

- Two years of community college or related experience.
- Strong knowledge of Microsoft Suite, and Zoom, and other computer programs.
- Excellent customer service skills.
- Ability to work both independently and in a team environment.
- Excellent time management skills and the ability to prioritize work
- Ability to work with minimal supervision, have strong organizational skills and the ability to multi-task.

- Ability to problem solve in a fast-paced environment.
- Excellent oral and written communication skills.

Working conditions

- Professional and deadline-oriented environment in an office setting.
- Interaction with staff, members, vendors, etc.
- Out-of-town travel required to annual conference.
- Attendance at other after-hours events may be required.

Physical requirements

- Ability to sit and stand for extended periods of time.
- Ability to lift 20 pounds.

Benefits

The League offers outstanding benefits, including KPERS, health/dental insurance, EAP, HRA plus an optional deferred compensation program with matching funds, and paid leave and holidays. Salary range of \$34,000 - \$37,000, commensurate with experience. Interested candidates should submit a cover letter, resume and three work-related references and salary requirements, in one pdf file, to Rynae Redd at resumes@lkm.org. If confidentiality is requested, please note in application materials. Position will remain open until filled. Application review will begin immediately. The League is an equal opportunity employer.