



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦
www.reachak.org

AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT

POSITION: ADMINISTRATIVE MANAGER (Full-Time)

POSITION #: 03-100109

DEPARTMENT: Support Services

SALARY: Excellent Salary (DOE) & Benefit Package

CLOSING DATE: Until filled

DUTIES & RESPONSIBILITIES: Reporting directly to the Support Services Program Director, this position is the lead supervisory support position for the Support Services group. Drafts complex reports, tracks multiple system cycle events, gathers data and provides accurate information to the Director, making recommendations as appropriate. Proposes and drafts policy for the department. Supervises the Support Services Program Assistant to assure timely input and tracking of data, oversees quarterly reviews and keeps client files in good order. Systematically reviews Support Services policies for updating, applicability, accuracy and usefulness. Reviews and analyzes the budget, revenue and expenditures, providing monthly status updates to the Director. Gathers and manages client documentation needed to remain in compliance with State and Federal requirements.

QUALIFICATIONS: A demonstrated leader who is conscientious, supportive, patient, and understanding of the needs of their staff. Strong interpersonal and written communication skills. Demonstrated computer skills, and familiarity with standard software and operating systems. Excellent organization, documentation, and time management skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously. Effective problem solving skills, and the desire to function as a team member.

REQUIREMENTS: Minimum one year supervisory experience required. MA or BA degree in human services field preferred; OR an equivalent level of education or training which demonstrates the ability to perform the essential job functions. TB clearance required. Must complete required CPR and First Aid courses within the first thirty (30) days of employment. Applicants will be required to

undergo a successful DHSS criminal background and fingerprint check, prior to employment.

APPLICATION PROCESS: Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ www.reachak.org Please submit a completed REACH, Inc Application for Employment, and resume to Human Resources Director; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8206. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted . Thank you for your interest in REACH, Inc.

Please Note: REACH, Inc is an EEO Employer, and maintains a Drug-Free Workplace