

Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:

JOB TITLE: ADMINISTRATIVE ASSISTANT, RECEPTIONIST

DEPARTMENT: I.T. & FACILITIES, WATER RESOURCES

SUPERVISOR: I.T. & FACILITIES DIRECTOR

DATE: JULY 2025

FLSA STATUS: NON-EXEMPT

EMPLOYER INFORMATION:

The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 911 services, community & economic development, water resources, air quality, transportation planning services, and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:

The Administrative Assistant/Receptionist serves as the first point of contact for visitors and callers, providing professional, courteous, and efficient service. This position is responsible for managing front desk operations, handling administrative tasks for both the Water Resources and the I.T. & Facilities Departments, and supporting the daily activities of the office.

The ideal candidate is organized, detail-oriented, and capable of multitasking. This role is in office only and requires strong communication skills, a positive attitude, and the ability to interact effectively with staff, ACOG members, and the public.

RECEPTIONIST ESSENTIAL JOB FUNCTIONS

- Answer and direct incoming phone calls during business hours.
- Greet and assist visitors upon arrival.
- Accept deliveries/packages and promptly notify the appropriate staff members.
- Monitor copy room office supplies including copy paper, and alert supervisor when items need restocking.
- Check inventory levels of snack and pop vending machines on a weekly or bi-monthly basis and inform supervisor when replenishment is needed.
- Track kitchen supplies regularly and report low stock to supervisor for reorder.
- Collect and count money from vending machines each month, record earnings, and deliver to the Finance Department.
- Maintain and update the master list of employee phone extensions.
- Set-up coffee, tea, and condiments for meetings as assigned.

- Assign numbers to Purchase Orders using the Adobe Sign/Purchase Order Tracker.
- Receive, sort and distribute daily office mail according to organizational procedures.
- Provide backup support to other administrative personnel, as required.
- Report facility or maintenance concerns to the IT & Facilities Director.

WATER RESOURCES DEPARTMENT ESSENTIAL JOB FUNCTIONS:

- Support the preparation of agendas and meeting minutes for the Garber-Wellington Association Policy Committee (GWAPC).
- Send meeting invitations and monitor attendance responses.
- Manage and archive official Water Resources Department records in compliance with organizational procedures.

ADDITIONAL RESPONSIBILITIES:

- Perform other duties and projects as required by management

MINIMUM QUALIFICATIONS FOR CONSIDERATION:

- High school diploma or equivalent; associate degree or relevant certification preferred.
- Minimum of two years' experience in an administrative assistant or receptionist role, preferably in a professional office setting.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal, written, and interpersonal communication skills; able to collaborate effectively with diverse individuals.
- Excellent organizational and time management abilities with attention to detail and consistent follow-through on project deadlines.
- Dependable and punctual, demonstrating reliability through consistent attendance.
- Self-motivated and resourceful, with the initiative to independently develop and complete assignments.
- Committed to delivering high-quality customer service with a professional demeanor and appearance.
- Proficient in Microsoft Office Suite and comfortable with standard office technology.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This work is mainly sedentary and requires the following physical activities

- Sitting for long periods; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
- Occasionally lift to 40 pounds

- Specific vision abilities include close, color, peripheral, and the ability to adjust focus

WORKING CONDITIONS:

- Normal in-office environment with flexible hours; limited travel within the region

COMPENSATION:

The annual salary for this full-time position will be **\$42,500 - \$48,500**. ACOG offers a competitive benefits package that includes paid vacation and sick leave, health, dental, vision, life insurance, retirement, health reimbursement arrangement, flexible spending account for medical and child/dependent care expenses, and flexible work schedules.

HOW TO APPLY:

1. Download the ACOG employment application at: https://acogok.org/wp-content/uploads/2024/04/ACOG-Employment-Application-2023_fillable.pdf
2. Deliver the completed application package (cover letter, completed application form and resume) in PDF format to:

Julie Smedlund, IT & Facilities Director
Association of Central Oklahoma Governments
4205 N. Lincoln Blvd.
Oklahoma City, OK 73105

Or by email to acogjobs@acogok.org with the subject: **Administrative Assistant, Receptionist**

Incomplete application packages will not be considered. The position is open until filled; the initial review of applications begins on July 28, 2025.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).