



## JOB DESCRIPTION

<b>Position Title:</b>	Executive Assistant (Full Time)		
<b>Reports to:</b>	Executive Director/CEO & Administrative Operations Director	<b>Starting Rate:</b>	\$16.00 - \$20.00 /hr.
<b>Department:</b>	Administrative Operations	<b>Closing Date:</b>	Open until filled

### **General Statement of Duties:**

Performs skilled clerical work assisting with a variety of complex, office assistance and administrative task to the Executive Director/CEO and Administrative Operations Director.

### **Essential Job Functions (Illustrative Only):**

1. Requires extensive experience taking and transcribing difficult dictation involving technical, legal and financial terminology.
2. Excellent organizational and communication skills. Screens telephone calls directed to the Executive Director. Assists in the maintenance of the administrative files at the main office; maintains maintenance records of all office equipment.
3. Makes appointments for the Executive Director and follows up concerning appointments on the matters that should be called to the attention of the Executive Director.
4. Makes reservations for Administrative Personnel and /or any Board of Commissioner(s) for travel and accommodations to workshops and conferences.
5. Prepares travel folders for Executive Management, staff and Board of Commissioners to include: conference/workshop registration, transportation accommodations, hotel accommodations and per diem.
6. Ability to work under pressure and make on the spot decisions in accordance with established procedures.
7. Coordination of all meetings for the Board of Commissioners (i.e. Board meetings, Retreats, Special Meetings.)
8. Frequent contact with top-level officials both within and from outside the Authority.

9. Handling of a greater variety of daily matters and written correspondence with a view toward conserving the time of the Executive Director and Administrative Operations Director.
10. Responsible for the over-all assimilation and organization of materials regarding Board Agenda Packets for the Board of Commissioners to include but not limited to: monthly transcription of Board of Commissioner Meeting minutes/ Retreat minutes/Special Meeting minutes; prepares agendas for all Board of Commissioner meetings, composes resolutions for consideration, works with other department heads and staff to gather necessary information and reports for the Board Agenda Packet.
11. Attends all regularly monthly scheduled Joint Committee Meetings and Board of Commissioner Meetings on the fourth (4<sup>th</sup>) Tuesday of each month as well as any scheduled Board of Commissioner Retreats and Special Meetings.
12. Prepares and reconciles monthly Expense Statement for Executive Director.
13. Constructs letters/ memorandums as needed or instructed.
14. Handles files and correspondence concerning Agency's bond issues.
15. Required member of the Employee Relations Team to assist with the planning and execution of Agency events and functions.
16. **HUMAN RESOURCES DUTIES** include but not limited to: Responsible for New-Hire Onboarding process; conducts Employee Orientations to provide overview of agency regulations and policies; handles issuance of employee ID's and security door badges; responsible for the upkeep and maintenance of employee file and correspondence, responsible for setting up interviews for prospective applicants and preparing forms for interviews; monitors and updates job vacancies on agency website and advertises as needed; responsible for the upkeep and organization of all employment applications; responsible for the upkeep and organization of agency job descriptions; responsible for the upkeep and organization of personnel policies and agency policies; processes required new-hire documentation for employee file.
17. Exercise's judgment, tact and acts independently.
18. Ability to handle confidential information.
19. Performs other duties as required or assigned.

**Required Knowledge and Abilities:**

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility; but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Any combination equal to graduation from high school and three (3) to five (5) years successful experience in a responsible professional (secretarial) position required. Business school or college degree is preferred.
2. Comprehensive knowledge of standard office practices, procedures, equipment and office assistant techniques.
3. Comprehensive knowledge of business English, spelling and arithmetic.
4. Comprehensive knowledge of the Authority and of the general administrative policies and practices.
5. Ability to keep office records and to prepare accurate reports from file sources.
6. Ability to perform and organize work independently.
7. Ability to type at 50 words per minute and transcribe dictation.
8. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.
9. Ability to establish and maintain effective working relationships with associates and the general public.
10. Cognizant of computer skills to include Microsoft Office and Windows.

**Physical Requirements:**

1. This is sedentary work requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required for to perceive information at normal spoken word levels.
5. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
6. The worker is not subject to adverse environmental conditions.

**Special Requirements:**

1. Valid Driver's license required and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must pass a drug screen.
3. Must supply a criminal background record check.
4. Employees who are not fully vaccinated will be required to get weekly COVID testing.

**EOE**