

ADMINISTRATIVE/EXECUTIVE ASSISTANT JOB DESCRIPTION

JOB SUMMARY: Provides administrative support and assistance to the Executive Director and staff. Maintains all files and provides all administrative support for Board and committee meetings.

ESSENTIAL JOB FUNCTIONS:

- Provide administrative support to the Chief Executive Officer including, but not limited to: scheduling appointments; screening of incoming calls; processing incoming mail; composing of correspondence; assisting with complete agenda/documentation preparation for Board, Executive Committee, Subcommittee and Advisory Council meetings; recording and transcribing of Board, Executive Committee, Subcommittees and Advisory Council meeting Minutes; tracking of Public Affairs issues and informing Chief Executive Officer; act as liaison between Chief Executive Officer and Board Members, County Judges, contractors, media, staff, and general public; maintain Board Compliance in terms of vacancies, sector representation ratio, posting timelines, etc.; process all Board resignations, renewals, memberships;
- Compilation and maintenance of databases; compilation and maintenance of files; record and track external action items with appropriate staff members; assist Administrative Staff with p.c. troubleshooting.
- Scheduling of travel arrangements for Board member training/meetings, etc.; processing of all pertinent documentation and background information for Board of Directors, Executive Committee, Subcommittees and Advisory Council members and all applicable meetings.
- Other duties as assigned.

QUALIFICATIONS:

- A combination of education and experience (preferably six years in an Executive Assistant/Administrative Assistant or Office Manager capacity) or a college degree in business administration with four years of comparable experience; experience in public relations and/or marketing is a definite asset.
- Must possess and demonstrate professional work ethics.
- Must be proficient in the art of letter writing and must possess excellent communication and organizational skills.
- Must be knowledgeable in community affairs; Should have basic knowledge of federal, state, county and city procedures.
- Should be proficient in various computer operating systems and software systems including, but not limited to: Microsoft Operating Systems.

PHYSICAL DEMANDS:

- Employee is regularly required to sit, walk or stand for extended periods of time.
- On occasion, the employee will be required to lift/push or pull up to 25lbs.

WORK ENVIRONMENT:

- Possess the ability to adapt to inclement weather conditions or situations.
- Ability to drive long distances within the South Plains Region.

- Noise level in the office environment is moderate.
- Ability to work in a stressful environment and adapt to flexible work schedules.

TRAVEL REQUIREMENTS:

- Must be able to provide reliable self-transportation for regional travel and maintain a valid Texas motor vehicle driver's license or permit of appropriate classification and endorsement as required. Must agree to maintain a satisfactory MVR and minimum requirement of insurability required by law. MVR background check may be conducted by the agency.

Supervisor Signature and Date

Employee Signature and Date

Classification Title: Executive Assistant

Grade/Salary:

Exempt: Yes, No