

# ADMINISTRATIVE/EXECUTIVE ASSISTANT JOB DESCRIPTION

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

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## **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 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.
- Scheduling of travel arrangements for the Chief Executive Officer, 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:**

- Employees are 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:**

- Noise level in the office environment is moderate.
- Ability to 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

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Classification Title: Executive Assistant

Grade/Salary:

Exempt: Yes,  No