



**Executive Assistant**  
**J O B   D E S C R I P T I O N**

**JOB INFORMATION**

<i>Job Title:</i>	Executive Assistant
<i>Version Date:</i>	07/14/21
<i>Category</i>	Clerical
<i>Department:</i>	Human Resources
<i>Work Year:</i>	208 Day Employee
<i>FLSA Classification:</i>	Non-Exempt

**JOB SUMMARY**

This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. This position works in a highly complex setting, deals on a continuing basis with sensitive, and confidential matters, has continual contact with staff and the public, and must ensure that all activities meet defined objectives. Work requires the exercise of a high degree of initiative, a positive attitude, sound judgment and discretion in the performance of these duties. This position performs a variety of highly complex, technical duties requiring excellent communication. This position will utilize specialized knowledge and independent judgment involving frequent and responsible public contact. This position is responsible for the accurate and timely entry of a variety of data into various computer software programs.

**Essential Functions**

<i>Essential Function</i>	<i>% TIME</i>
The Executive Assistant is responsible for providing comprehensive support to the Director they are assigned to. Work performed is highly complex, sensitive, and confidential.	10%
Perform general office duties; keep an accurate and up to date filing system; operate appropriate office equipment; cordially answer telephone calls; take messages; printing and management of professional development certificates; assist Director in scheduling daily activities, prepare agendas, maintain appointment calendar, and related details.	15%
Ensure appropriate confidentiality of all information, correspondence, and reports.	5%
Process information using word processing, spreadsheets, E-mail, Google Docs, Internet, work order system, purchase order system, supply and data processing request systems, employee data system, employee time clock system, substitute employee system, and other computerized processes as needed.	15%
Plan and organize office and work flow activities to meet program objectives in a timely manner; evaluate work procedures and methods to ensure quality, effectiveness and efficiency of operations; and anticipate events, trends, consequences and problems.	5%
Track departmental budgetary items and expenditures.	5%
Manage assigned programs to ensure continuity of services. Programs vary depending on department needs.	15%

Performs such other tasks and assumes such other responsibilities as assigned.	10%
Coordinates collection and processing of forms required by local, state and federal programs.	10%
Responds to inquiries from office visitors, schools, other departments, outside agencies and the public regarding specialized information records, policies, procedures, projects, programs and services.	5%
Organize logistical aspects of in-service training and/or meetings with departments, including arranging locations, times, refreshments, invitations, etc.	5%

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Required	High School Diploma or GED		
Required	Associates Degree or higher.		
Preferred	Bachelor's Degree in Business, Human Resources or related field		
Preferred	Specialized technical courses in Excel, Word and Technology		

#### Work Experience/Skills

	Any combination of education, training, and/or experience equivalent to: AA Degree and five (5) years of secretarial/clerical experience
	Employee must have the ability to read, write originally and use correct grammar; strong organizational skills; strong public relations and customer service relations; ability to comprehend complex instructions or information; ability to apply knowledge of a specialized subject matter in the work environment; exceptional computer and keyboarding skills; ability to multi-task and switch gears quickly with frequent interruptions; ability to plan, coordinate, and organize work; prioritize work and what needs to be done; ability to deal with individuals who are uncooperative or committed to different objectives; critical thinking and problem solving skills; ability to maintain confidentiality, operating knowledge of and experience with computers and basic computer software, basic office equipment including copy machine, fax machine and telephone. Employee must demonstrate the ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors. Employee must possess excellent attention to job details; the ability and willingness to take ownership/responsibility for project completion; and demonstrated ability to provide initiative in reaching organizational/department goals.

**PHYSICAL DEMANDS/WORKING CONDITIONS**

Physical Demands						
<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)		X				
Pinch		X				
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)			X			
Lifting (Waist to Shoulder)			X			
Reaching (Forward)			X			
Vision (Far)				X		
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)		X				
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

*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 the essential functions*

### Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

### Valid Driver's License Required

<i>Yes/No</i>	<i>Reason for Drivers License</i>
No	

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Functional Competencies

<i>Competency</i>	<i>Level</i>	<i>Competency Description</i>
Analytical Thinking	4. Experienced	Uses basic logic and common sense to arrive at solutions.
Communication Skills	3. Mid	Diagnoses issues using a systematic and methodical approach.
Company Knowledge	3. Mid	Maintains mutually beneficial partnerships with other functions.
Functional Knowledge	2. Mid	Advanced communication skills involving complicated topics.
Influence	1. Entry	Understands his/her own job and how the role interacts with his/her team.
Job Impact	4. Experienced	Assesses circumstances using experience and a variety of information gathered.
Leadership Skills	3. Mid	Diagnoses issues using a systematic and methodical approach.

### SCOPE

#### Freedom To Act

Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions.

### Problem Complexity and Problem Solving Timeframes

Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications or routines. Problem/Task resolution timeframe: The majority of tasks typically take one to two days to resolve.

### Impact

Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and / or achieve goals.

### Contact with Others

Contacts are with direct supervisor and others in group or department to give and receive information. Contacts are also with various employee groups.