

Clarke County

JOB DESCRIPTION

Job Title: Executive Assistant

Department: Economic Development

FLSA:

Grade:

Job Description Prepared: December 2007

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Executive Director

Subordinate Staff: None

Other Internal Contacts: County Commissioners

External Contacts: General Public; All Municipalities; Economic Development Partnership of Alabama; Vendors; Internet Provider

Job Summary

Under the direction of the Executive Director, the employee provides executive support to the department and Commission. The employee schedules and confirms meetings and organizes logistics. The Executive Assistant assists the Executive Director with multiple office operations such as answering the phones, maintaining files, general clerical duties, and other office administration tasks.

Job Domains

A. Executive Assistant

1. Answers multi-line phone; responds to requests and directs calls.
2. Maintains files on all potential projects and on businesses and industries in the County.
3. Works with stakeholders to schedule meetings.
4. Establishes dates, times and locations for meetings.
5. Confirms meeting logistics with those attending.
6. Receives correspondence, materials, and duplicates; provides to participants.
7. Uses computer and internet to research needs specific to project.
8. Gathers information and provides to the Executive Director and County Commission as requested.
9. Works with vendor to maintain the County's website; provides updates monthly or as needed.
10. Assists the Executive Director in developing and reviewing content for materials.

B. Office Operations

1. Maintains inventory of office and cleaning supplies.
2. Requests purchase of supplies as needed.
3. Uses office equipment such as copier, fax, binding machines and computer, etc.
4. Works with the Executive Director to develop flyers, brochures, and information pieces designed to promote Clarke County.
5. Use the computer to assist in the design of hardcopy items; prints, binds, and assembles materials.
6. Organizes and maintains workspace, office and reception areas, and conference room.
7. Troubleshoots and provides minor servicing of office equipment; contacts vendor for repairs as needed.
8. Mails items using expedited delivery service.

C. Records and Documents

1. Maintains all records and documents.
2. Creates computer-based and hardcopy filing system.
3. Files all materials according to project.
4. Handles and files confidential and sensitive materials.
5. Secures file cabinets as required.
6. Makes copies and processes documents as requested.

7. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County and departmental policies, procedures, and guidelines.
2. Knowledge of general office processes and organization.
3. Knowledge of filing systems.
4. Skills in providing excellent customer service.
5. Skills in using the computer and office software.
6. Ability to construct and modify databases using the computer.
7. Ability to conduct research using the internet and other resources.
8. Skills in operating office equipment to include calculators, scanners, copiers, printers, fax machines, etc.
9. Excellent telephone skills.
10. Ability to communicate and interact effectively with the public.
11. Ability to plan, organize and accomplish pre-established goals.
12. Ability to work independently.

Other Characteristics

1. Possession of a high school diploma or G.E.D.
2. College-level courses in office management and computer information systems are preferred.
3. Possession of one to two years of experience in a comparable work setting is preferred.
4. Experience working with the general public is preferred.
5. Any combination of education and experience that meets needs identified above will be considered.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.