

COUNTY OF LEELANAU
JOB DESCRIPTION

EXECUTIVE ASSISTANT

Supervised by: County Administrator
Supervises: Temporary Office Assistants
FLSA: Non-Exempt

General Summary:

The Executive Assistant provides high-level administrative support to the County Administrator and Board of Commissioners by conducting research, preparing statistical reports, handling information requests, and performing clerical functions, such as preparing correspondence, arranging conference calls and scheduling meetings. Must display a high degree of confidentiality.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform.

1. Serves as liaison between the County Administrator, Board, Corporate Counsel, other employees and the public. Follows up on complaints, correspondence and priorities involving deadlines and expiration dates. Maintains a log of requested legal opinions.
2. Schedules appointments and makes travel arrangements for the County Administrator and Board. Coordinates meetings, receptions and official ceremonies for the County.
3. Receives, screens and directs phone calls and visitors to appropriate personnel. Provides general information regarding County operations and policies.
4. Types reports, memos, letters and other documents using relevant computer software.
5. Receives, prioritizes, copies and directs correspondence and mail for the County Administrator and Board. Distributes other correspondence and mail to appropriate departments.
6. Prepares and processes correspondence, records, documents, reports and meeting minutes. Types, files and performs data entry. Takes meeting notes as needed.
7. Prepares job postings and advertisements, placing advertisements in appropriate publications and websites; posts position openings in appropriate locations. Processes applications and assists with other recruitment activities.

8. Arranges employment interviews as requested by the County Administrator. Processes new temporary, part-time and full-time employees. Issues necessary employment documents and assists employees with completing them.
9. Supervises as directed and schedules Temporary Office Assistants as needed.
10. Maintains a central filing system for the Administrator's office. Establishes file categories and files documents accordingly, ensuring files are current. Maintains the confidentiality of select files and documents including personnel files.
11. Prepares agendas and packets for all Commissioner meetings.
12. Assists in various special programs as assigned, attending meetings, handling related correspondence, maintaining records, serving as liaison, assisting the public, and providing related assistance and answers to questions.
13. Maintains inventory of office supplies, forms and materials ordering as needed.
14. Serves as a liaison between County Departments, Risk Management and the Accident Fund.
15. Maintains and updates record of County Ordinances and Resolutions, drafting resolutions as requested.
16. Maintains and updates County Personnel Policy as directed.
17. Maintains and prepares County Purchase Orders as directed.
18. Maintains and keeps track of all keys for all offices and employees.
19. Maintains County Website pages and updates as necessary.
20. Prepares and updates the County Directory.
21. Serves as liaison between employees and Information Technology Director.
22. Serves as liaison between employees and telephone vendor, dealing with telephone concerns/issues/problems.
23. Serves as liaison between County Departments and Building/Grounds Staff.
24. Oversees copy machine maintenance/problems/concerns.
25. Maintains and updates charts of members on County Boards and Commissions. Notifies public when there is an opening. Presents to the Board as needed.
26. Prepares Organizational Chart for County.
27. Performs various other clerical duties as workloads, absences or emergencies dictate.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent and some vocational or specialized training in a related field such as secretarial science.
- Five years' secretarial experience.
- Proficiency in data entry and word processing, utilizing a variety of industry-standard software.
- Thorough knowledge of the principles and procedures of professional office management,
- County services, organizational structure and general operations to effectively direct and assist the public.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to effectively communicate and exercise a high degree of diplomacy and confidentiality; establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public and other employees.
- Knowledge of current record keeping practices, software and equipment.
- Knowledge of graphic design and display practices in order to maintain the County's public information components, such as brochures, flyers and website.
- Ability to utilize discretion with regard to County personnel files.
- Ability to maintain records and generate comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to critically assess situations, problem-solve, and work effectively under stress and changes in work priorities.
- Ability to attend meetings scheduled at times other than regular business hours.

Physical Demands and Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and over the telephone. The employee frequently is required to review written documents and drawings, and produce written documents. The employee must regularly lift and/or move items of light weight, and may occasionally lift and/or move items of moderate weight. The employee is frequently required to travel to other locations within and outside the County.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.