



Position Title:	Executive Assistant	Date: 5/2017
Classification:	Program Services III	
Salary Range:	Program Services III	
Department:	Executive	
Acceptable Job Titles:	Executive Assistant, Executive Assistant, Office Manager	
Employment Status:	At-will	
Position Reports To:	Executive Director	
Positions Supervised:	None	
Judgment Exercised:	Above Average Independent Judgment	
Overtime Status:	FLSA Exempt	

Position Purpose

Assist with the overall administrative operations in the Executive Directors Office, providing administrative support to key policy-making/leadership bodies including the League Officers, Board of Directors, and the Nominating Committee, and serving as a confidential assistant to the Executive Director. Performs a wide variety of detailed and complex administrative tasks with minimum guidance, assuring confidentiality.

Essential Functions

- Performs high level executive administrative duties; processes correspondence, receives and screens phone calls, writes routine correspondence, makes appointments and travel arrangements, and prepares travel itineraries, prepares expense reimbursements, maintains calendar and confidential files, for the Executive Director and the Director of Administrative Services.
- Serves as the first point of contact in the executive office for both external visitors/calls and internal staff. Maintains a working knowledge of all association policies, procedures, organizational-wide responsibilities in order to distribute requests for action, respond to inquiries, and forward phone calls to the appropriate staff. Develops and maintains systems for follow up on all action requests.
- Coordinates, plans, and attends, where appropriate, leadership lunches, receptions, and other special events. Assists with meetings scheduled by the Executive Director by preparing attendance list/invitations, handling logistics, selecting caterer and menu, tracking "RSVP's," ordering of rental equipment.
- Take detailed meeting minutes/notes when assigned

- Serves as point person/coordinator for the Executive Director on special projects that involve cross organizational collaboration and input.
- Proofs all correspondence for Executive Director's and President's signature.
- Plans and coordinates Board of Director meetings, developing agendas and background materials, and preparing periodic updates to the Board; attends board meetings and executive committee meetings and drafts minutes for both meetings
- Provides support to the Board of Directors: maintains current Board information and historical Board record books; attends Board meetings and assist with taking and preparing minutes for Board action; assists with the development of the agenda book for all Board meetings which may include writing some agenda items; coordinates with the Department of Conferences and Education on setting up the meeting room and assists with meeting logistics; provides support to Officers and Board members on housing, registration, and travel for meetings.
- Assists with coordinating Executive Director and League Officer roles and responsibilities at the annual conference, Legislative Action Day, and other League-sponsored activities; preparing itineraries of all events associated with the engagement and sending materials for the event to the Officer not less than one week before the event.
- Assists with maintaining and updating all leadership rosters including Officer and Board lists, and Nominating Committee lists for file copy, League website, and membership database.
- Assists with coordinating all aspects of the work of the Nominating Committee including preparing and distributing general information materials once the committee is appointed, assembling detailed action books for the Nominating Committee meeting, developing decision making charts, and preparing and distributing the report of the Nominating Committee to board members and conference delegates. Maintains all historic records of Nominating Committee action.
- Maintains and updates the League's governance framework, monitoring compliance with requirements, coordinating governance committees and board member meetings, monitoring certain business processes, and establishing and maintaining a record of related operational procedures.
- Occasional travel required.
- Occasional overtime required.
- Performs other related duties as assigned.

Job Qualifications

- Excellent oral and written communications skills; considerable knowledge of business English, spelling, punctuation, and grammar; proficiency with current office procedures, systems, and equipment;
 - Excellent office technology and computer skills; Proficiency with Microsoft Office Suite, particularly with Word, Outlook, PowerPoint and Excel; ability to use social media such as Facebook and Twitter to help improve communication and efficiency;
 - Ability to establish and maintain effective working relationships with members, representatives of other organizations, government officials, and staff at all levels; demonstrated ability to work independently and exercise excellent judgment.
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Desirable Experience and Training

Minimum ten years progressively responsible senior administrative experience, at least five years of which must have been supporting an executive level position; formal secretarial training and bachelor's degree preferred, or a combination of education and experience which provides the required knowledge, skills, and abilities.

Physical Demands and Work Environment

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

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

Tools Used

Desktop computer
Fax machine
Social media

Copier
Desk telephone
Website/Internet

Scanner
Mobile smart phone
Databases
