

# JOB DESCRIPTION

Position/Class Title	<b>Executive Assistant - Temporary</b>
Reports To	Executive Director
FLSA Status	<input type="checkbox"/> Non-exempt <input checked="" type="checkbox"/> Exempt
Pay Rate	\$15.76 per hour, depending on education/experience
<b>General Statement of Duties</b>	
Full-Time liaison and administrative support for the Executive Director and Board of Directors. This job is located at the District Office in Boonville at 533 NC Ave, Hwy 601 N. Work hours are generally Monday – Friday, 8 – 4:30 with some evening meetings.	
<b>Distinguishing Features of the Position</b>	
This position reports directly to the Executive Director and may provide some general leadership or coordination with the Communications Specialist/Receptionist on an as needed basis.	
<b>Illustrative Examples of Work</b>	
<ul style="list-style-type: none"> <li>➤ Prepare general correspondence, meetings notices, agendas, reports, labels, etc. Coordinating and disseminating board meeting materials; attend meetings, record proceedings, and prepare minutes.</li> <li>➤ Compile and prepare Leadership Team Agendas, Reports and Minutes</li> <li>➤ In-coming/Out-going Mail             <ul style="list-style-type: none"> <li>▪ Pick up, process and deliver in-coming mail to proper department mailboxes</li> <li>▪ Process outgoing mail via postage meter</li> <li>▪ Prepare and distribute monthly postage invoices to departments</li> <li>▪ Process postage stamps purchase/check out for County Service Centers, etc.</li> </ul> </li> <li>➤ Ensure operation of Postage Meter equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.</li> <li>➤ Maintain Revenue Logs             <ul style="list-style-type: none"> <li>▪ Log all funds received and reconciliation of deposit slips</li> <li>▪ Provide receipts for incoming revenues received</li> </ul> </li> <li>➤ Maintain records for Recognition, Get Well, Sympathy, Length of Service Pins, Memorials/Honors, etc. (Will move to HR in July)</li> <li>➤ Record/check-out agency credit cards to employees in the absence of the Finance Director</li> <li>➤ Proof publications, grant requests and agreements/contracts and other documents as needed</li> <li>➤ Assist with updates to the HR Policies, Administrative Procedures, Board Orientation materials and other manuals as needed.</li> <li>➤ Affix signature stamp on approved scope of documents, including YVEDDI accounts payable, travel, reimbursement, and checks in the absence of the Executive Director and/or Chairman of the Board</li> </ul>	

# JOB DESCRIPTION

- Assist with special event planning, organization, and completion as needed
- Maintain records of confidential and non-confidential nature of the Executive Director as designated
- Gather and compile data as requested
- Make sound business decisions within scope of authority
- And other administrative duties as needed

## Knowledge, Skills and Abilities

1. This position will be temporary to allow an adequate application and screening period for this position.
2. Must be proficient in using computer and software programs including Word, Excel, Publisher, Power Point and Outlook.
3. Must be able to organize and prioritize time and be able to work independently with minimal or no direct supervision.
4. Must be able to maintain filing systems, complete records, reports, and projects accurately, completely, and in a timely manner.
5. Must be sensitive to the needs of clients/recipients.
6. Advance verbal and written communication skills are necessary to communicate with various individuals, staff, general public, local agencies, vendors, and members of the Board of Directors with a high level of professionalism.

## Education and/or Experience Required

Must have an Associate's Degree and/or five years' experience in Business Administration, Business Management, and/or other related field.

## Special Requirements

Notary Public Certification is preferred.

## Working Conditions/ Physical Requirements

The employee is predominantly subject to inside environmental conditions although activities occur inside and outside but the employee is not exposed to adverse environmental conditions.

*This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job.*