

EXECUTIVE ASSISTANT AND CLERK TO THE BOARD

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs detailed executive secretarial and administrative support work for the Executive Director and Board of Directors with a high degree of accuracy, speed, and knowledge. The work involves performing a combination of secretarial, administrative, and office management duties with a great sense of urgency in a highly complex, fast paced, high volume, confidential environment with a high degree of independence, mature judgment, professionalism, initiative, and skill in support of the Executive Director and Board of Directors. Performs related tasks as required. Work is performed under the direct supervision of the Executive Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Completes a broad variety of executive support tasks for the Executive Director and Board of Directors.

- Provides administrative and clerical support to the Executive Director and the Board of Directors;
- Plans, coordinates, and ensures the Executive Director's schedule is followed and respected;
- Monitors Executive Director's email accounts to ensure timely response to correspondence;
- Maintains working files (electronic systems and hardcopy);
- Reviews and manages monthly staff reports;
- Composes and edits a wide variety of correspondence, reports, and press releases;
- Prepares confidential and sensitive documents;
- Prepares and coordinates all aspects of Board of Director meetings including scheduling, agendas, meeting packets, and follow-up;
- Attends Board of Director meetings, records, writes, abstracts, prepares, and distributes minutes;
- Prepares memoranda and legal resolutions as needed for Board actions;
- Maintains schedule of Board and Committee meetings, and one-on-one meetings with the Executive Director;
- Maintains records and the Authority's Operating Code;
- Manages requests for public records under the Virginia Freedom of Information Act;
- Serves as Clerk to the Board of Directors and Parliamentarian during Board of Director meetings;
- Performs related tasks as required, and may support additional senior staff as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment, and secretarial techniques; familiarity with operations of the Authority and similar local government organizations; thorough knowledge of clerical methods used in maintaining electronic filing system; thorough knowledge of grammar and spelling; general knowledge of and functions of the organization and general administrative policies and practices; knowledge of and strong demonstrated use of computer equipment, software applications related to assignment including, but not limited to, Microsoft Office Suite, On-Board, and Adobe; ability to keep involved office records; ability to perform and organize work independently; ability to type accurately; ability to prepare effective correspondence on routine matters; ability to communicate effectively with the Board of Directors, supervisors, coworkers, and the public both verbally and written; ability to establish and maintain effective working relationships with coworkers and the public and to deal with public relations problems courteously and tactfully.

EDUCATION AND EXPERIENCE:

Five years or more of progressively responsible executive secretarial work experience; Associates Degree or higher; or any combination of equivalent education or experience which provides the required knowledge, skills, and abilities.

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

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and negligible amount of force frequently or constantly to move objects; lift and carry up to 30 pounds; work requires walk or stand for long periods of time, climb stairs, bending, stooping, reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to receive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Notary Public of the Commonwealth or the ability to obtain Notary within 3 months of employment. Will be required to work beyond normal scheduled hours of work to attend evening meetings and work sessions if necessary.