

## **EXECUTIVE ASSISTANT**

### **NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY**

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#### **GENERAL RESPONSIBILITIES**

Under the general supervision of the Executive Director, the Executive Assistant performs complex administrative duties to support the daily functions and projects of Authority staff and Board of Directors. The position is responsible for preparing and maintaining organized files, records, and other related documents to support the director, managers and staff. Coordinates and maintains fiscal management resources and Human Resource management information as liaison with fiscal agent.

#### **ESSENTIAL FUNCTIONS**

- Screens visitors, incoming calls, and written correspondence directed to the Director and other staff members.
- Provides information to the public or directs requests to appropriate personnel.
- Coordinates all aspects of scheduling and conducting meetings, events, and training programs, including coordination of meeting rooms and travel arrangements.
- Attends meetings to take minutes and distribute as needed.
- Creates/prepares a variety of complex forms and documents, technical and statistical reports, publications, and other materials for distribution/presentations.
- Assists with collection and analysis of data for budget preparation and maintains approved budget line items accordingly.
- Processes and maintains all financial records to include purchase requisitions, invoices, and statements in MUNIS system.
- Maintains accurate personnel, payroll and leave records and responsible for submitting timely entries for processing.
- Handles a variety of routine administrative or technical departmental assignments, to include updating and maintaining databases and providing program support.
- Coordinates the timely and accurate posting of information to the Authority's website.
- Prepares monthly or quarterly reports required for internal staff and outside agencies.
- Sets up office procedures including maintaining inventory and supplies.
- Maintains schedule of administrative deadlines to ensure all information is complete, correct, and submitted in a timely manner.
- Maintains records, files, manuals, and related documents in an easily understood and accessible system.
- Performs related work as required.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of principles and processes for providing excellent customer service.

Knowledge of accounting systems and financial resources to maintain best practices and procedures.

Knowledge of human resource management policies and procedures.

Knowledge of governing body rules and procedures.

Skill in professional writing and editing.

Ability to effectively use common computer software programs such as Microsoft Office suite of products.

Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, quantitative data, and governmental regulations.

Ability to balance multiple deadlines and assignments effectively.

Ability to work both independently and as a team member.

Ability to prioritize, organize work, and perform responsibilities independently in accordance with established policies and procedures.

Ability to maintain good working relationships with employees, other public agencies, and the general public.

## **EDUCATION AND EXPERIENCE**

Any combination of experience or education equivalent to an associate's degree with course work in business, public administration or office management. A minimum of four years' experience in complex administration work with at least one year local government experience preferred. Experience with computers and commonly used software programs.