

SIERRA COUNTY POSITION DESCRIPTION



JOB TITLE: EXECUTIVE ASSISTANT
DEPARTMENT: ADMINISTRATION
SUPERVISOR: COUNTY MANAGER
GRADE:
FLSA STATUS: NON-EXEMPT

JOB SUMMARY

Under the direct supervision of the County Manager, accomplishes the County’s objectives by providing a variety of administrative and research duties. Maintains professionalism in all interactions with internal and external customers. Organizes the office and coordinates the flow of communications.

ESSENTIAL FUNCTIONS

- Answers incoming telephone calls, determines purpose of calls and forwards to appropriate personnel or department, ensuring professional telephone etiquette.
- Greets internal and external customers and visitors, determines nature of business, answers questions and directs to appropriate personnel.
- Screens incoming emails and other correspondence; exercises judgment and responds accordingly.
- Conducts research to resolve operational questions or issues; creates standard operating procedures.
- Provides input on policy, and procedures; makes recommendations to enhance the efficiency of administrative operations.
- Receives, sorts, logs and routes incoming mail; receives and processes outgoing mail.
- Sorts invoices; prepares purchase and payment requisitions and other pertinent paperwork for processing payments; obtains required signatures; and runs checks.
- Develops, reviews and maintains complete and accurate files, records, logs, reports, summaries, correspondence, and other materials as assigned.
- Creates monthly Accounts Payable resolution.
- Prepares agendas and coordinates staff meetings, conference calls, trainings, and retreats.
- Creates Commission meeting agendas and packets.
- Ensures public meeting notices are properly published and posted in a timely manner.
- Maintains County’s social media posts and interactions.
- Coordinates location and audio recording system for meetings.
- Compiles, copies and distributes meeting information, packets, agendas, and webinar registration to staff members.
- Attends meetings and takes notes as requested; documents action items and decisions; informs department staff of action items and deadlines; and maintains resolution numbers.
- Attends meetings on behalf of County Manager when requested.

Executive Assistant-Administration

- Arranges travel; prepares and submits travel-related documents; maintains travel information as necessary.

- Manages physical and digital calendar for County Manager and Administrative Office.
- Interacts with vendors as needed.
- Prepares comprehensive and concise correspondence, contracts, reports, agendas, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Establishes and maintains an effective system of communication within the organization and builds and fosters effective working relationships with others.
- Remains flexible in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

****APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.).***

MINIMUM QUALIFICATIONS

- Associate’s Degree in Business or Public Administration or related field.
- One (1) year of office experience, preferably with County Government, or related experience.
- A combination of relevant education and related work experience may be considered.
- Valid driver’s license is required.
- Must be able to successfully pass a background screening / investigation.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Department organization, functions, objectives, policies, and procedures.
- Posting to social media platforms.
- Inventory control and records management.
- Effective customer service practices.

SKILL IN:

- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.
- Correct English usage, grammar, spelling, and punctuation.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Organizing and preparing comprehensive and concise operational and statistical reports.

ABILITY TO:

- Maintain confidentiality.
- Act on behalf of the County Manager.
- Make solid decisions and exercise independent judgment.

Executive Assistant-Administration

- Work in a fast-paced environment, work independently, and meet strict deadlines.
- Complete work with attention to detail.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Uphold strong ethics and integrity.

PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE

WORK ENVIRONMENT:

Work is generally performed in an office or indoor setting with a moderate noise level. Occasional work outdoors where incumbent may be exposed to varying temperature and weather conditions. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the office/complex/site; and lift up to 25 pounds. Close vision ability is required. Incumbent may sit for extended periods of time. Regular exposure to dust, fumes, airborne particles and/or allergens. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

EQUIPMENT, TOOLS, AND MATERIALS:

Tools used in performing the essential functions of the job: copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software and spreadsheet software.

****SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***