

# Northumberland County, Virginia

## Job Description



Department: County Administrator's Office

|                     |                      |                  |           |
|---------------------|----------------------|------------------|-----------|
| <b>Job Title:</b>   | Executive Assistant  | <b>Category:</b> | Full Time |
| <b>FLSA Status:</b> | Non-Exempt           |                  |           |
| <b>Reports to:</b>  | County Administrator |                  |           |
| <b>Effective:</b>   |                      | <b>Revised:</b>  |           |

### **JOB SUMMARY**

Performs complex secretarial and responsible administrative work for the County Administrator and Assistant County Administrator and performs special assignments and related work as required. The major responsibility is to ensure that the Office of the County Administrator operates efficiently by performing high level public relations and administrative support work. Ensures that a business-like environment is maintained, exercising tact and diplomacy when dealing with the public as well as confidence and maturity when dealing with diverse and complicated issues. Takes initiative to coordinate with the County Administrator to ensure all duties and tasks are completed in a timely manner. Confidentiality must be maintained at all times. Work is performed under the general supervision of the County Administrator.

### **DUTIES AND RESPONSIBILITIES**

These are intended only as illustrations of the various types of work performed as the County Administrator's Office manages various programs and projects. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Receives telephone inquiries and complaints from the public; ascertain nature of business; provides information inquiries or directs callers to appropriate persons or offices;
- Researches and compiles information from a variety of sources for the County Administrator. Collects data needed by County Administrator to respond to inquiries/complaint, and draft replies;
- Composes correspondence appropriate to the need, creates informational data bases, research and other types of reports for the County Administrator independently or from oral instruction.
- Assists in the preparation of material for submission to the County Board of Supervisors and writes Board reports.
- Oversees distribution and disposition of notices, memorandums, directives and related material.
- Maintains an accurate system of files and serves as the department's records management officer.
- Responsible for assisting in the maintenance of the County website.
- Makes decisions on non-critical administrative matters.
- Prepares and maintains meeting agenda, attends meetings and records and transcribes meeting minutes and assists with the follow-up actions taken at the meetings. This position will require the attendance of night meetings.
- Assists with the Sanitary District, working with the Sanitary District Supervisors and the Treasurer's Office.

- Orders office supplies for multiple offices.
- Serves as support staff on appropriate committees, as required.
- Assists during man-made or natural disaster situations.
- Performs other duties as assigned by the County Administrator.

## **MINIMUM REQUIREMENTS TO PERFORM WORK**

### **Education and Experience**

- High School diploma or equivalent with supplementary training in typing and word processing, required (college degree preferred) with five years of clerical support experience, including progressive responsibilities in an advanced administrative support position required- OR- any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

### **Knowledge, Skills, and Abilities:**

- Be highly organized and able to meet multiple deadlines;
- Demonstrated competency to establish and maintain effective working relationships with other employees, employees of other localities and agencies, dignitaries and the public; proficient in business/office practices and procedures, required.
- Demonstrated ability to produce word processing documents, reports and desktop publishing in a timely and accurate manner; comprehensive knowledge of business math, spelling, and English grammar; ability to write clearly, concisely, and effectively; ability to follow complex oral and written policies, procedures, and laws; ability to take initiative, exercise independent judgement, and prioritize assignments; abilities to accomplish assigned tasks with a minimum of supervision; thorough knowledge of local government and the organization and function of the County's departments; familiarity with the County Code, County Policies, and other informational resources; ability to perform administrative duties; ability to maintain the confidentiality of information handled within the office.
- Ability to maintain motivation, composure, and self-esteem in stressful situations.
- Ability to establish and maintain effective working relationships with other County officials, associates and the general public.

### **Licenses or Certificates:**

- Valid Virginia DMV driver's license

## **PHYSICAL DEMANDS**

This is sedentary work requiring the exertion of up to 20 pounds of forces occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work.

## **SPECIAL CONDITIONS**

- criminal background check required

*Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Northumberland County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*