



## **JOB TITLE: EXECUTIVE ASSISTANT**

### **BASIC FUNCTION:**

Provide professional administrative support to the Ramsey/Washington Recycling & Energy (R&E) Executive Director. This work involves a high degree of confidentiality and judgment; supports the work of the R&E Board, its committees, and the Partnership on Waste and Energy Board; oversees the packet development process for board and committee meetings; ensures public meeting notification and processes are open, fair and accessible; ensures the integrity and impartiality of the public record; and performs related duties as assigned.

### **EXAMPLES OF WORK PERFORMED:**

1. Promote a diverse, culturally competent, and respectful workplace.
2. Screen Executive Director's calls and mail; independently respond to inquiries, complaints and concerns by gathering and providing both technical and routine information on R&E programs and services; route remaining calls and mail to director or appropriate R&E staff.
3. Perform duties such as arranging meetings and conferences: Notify participants; prepare and distribute agendas, schedule times, make room arrangements, gather and distribute needed information and materials, take, organize, and distribute minutes; represent the county manager or a member of the executive team in both internal and external meetings as requested; ensure that all necessary topics are discussed at meetings and follow up to see that appropriate staff are contacted, required actions are taken, and deadlines are met.
4. Maintain calendar for the Executive Director or a member of the executive team and other leaders by scheduling appointments, meetings, conferences and travel plans; schedule and arrange activities so that deadlines and time schedules are able to be met; make travel arrangements and processes necessary paperwork.
5. May act as liaison between Executive Director, or Executive Leadership Team and R&E staff, Ramsey and Washington County departments, other governmental agencies, and the R&E Board in order to maintain a reliable flow of information; answering inquiries and responding to complaints from the public, other agencies, county employees, in person, through email, and over the telephone by supplying general or technical information; transmit information and assignments.
6. Perform duties relating to written communications including typing and proofreading letters, memoranda, manuals and technical or financial reports from written draft, and performing layout and design of reports or charts as necessary; taking minutes and transcribing into typewritten form; researching issues, assembling data, compiling reports and composing correspondence in order to complete both routine assignments and special projects; entering data and producing reports using computers in a Microsoft office environment.
7. Gather information, make calculations and prepare statistics to assemble a variety of reports, charts or manuals: gather information and conduct research on special projects as assigned by supervisor.
8. Order and maintain materials, supplies and equipment, and authorize payment for related bills.
9. Handle confidential information with discretion and maintain compliance with Minnesota Data Practices Act in releasing information.
10. Assist in the preparation of the budget; assemble data and compile budget estimates; assist in planning and administering budgetary controls; process budget related paperwork and maintain accounts; monitor department/division payroll and personnel transactions.

11. Assist in developing presentations to be used in various meetings.
12. Assist in organizing events.
13. Assist in managing R&E's external website and SharePoint site.
14. Set priorities for carrying out administrative functions in order to maintain the smooth operation of the office as well as meet deadlines.
15. Provide general administrative support duties such as taking notes; photocopying; faxing; preparing, maintaining and updating files; entering and assembling data; and developing and maintaining file and information retrieval systems, both manual and automated, that will ensure information is readily accessible and that deadlines will be met; use current hardware, software, and systems, and suggest new applications based on department needs.

*(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

**SUPERVISORY/MANAGERIAL RESPONSIBILITY:**

None but may direct the work of temporary employees or interns.

**WORK ENVIRONMENT:**

Standard office setting. Includes auto travel with exposure to seasonal weather. Periodic access to the production facilities at the R&E Center. Lighting, temperature and noise level are typical for an industrial production facility, scale house and offices, although hearing protection is required or recommended at the production facilities as directed by operations' supervisors. Work is generally sedentary but requires some walking, standing, stooping and reaching. Lift up to 10-15 pounds occasionally as needed. Duties involve viewing a computer screen up to 6 hours daily and frequent use of other office equipment.

**INTERNAL/EXTERNAL RELATIONSHIPS:**

Daily contact with Executive Director and R&E Staff to receive or provide information or schedule meetings. Daily to weekly contact with County staff and R&E consultants to coordinate work, strategize on issues, obtain and provide information, schedule meetings and develop approaches to issues. Regular contact with R&E Board members to provide information or schedule meetings. Regular contact with vendors and the public to respond to inquiries or complaints.

**IMPACT OF SERVICES/OPERATIONS:**

Duties' impact on R&E's capability to effectively carry out its function: Proper performance of duties results in the Executive Director, R&E staff, and R&E Board members receiving accurate, timely information with which to make decisions; effective office procedures that provide for a steady work flow and a reliable system for filing and retrieval of information; accurate and timely completion of projects to meet deadlines, comply with laws or meet contractual obligations; accurate and timely budget development and effective budget controls; and ability of R&E to meet deadlines in emergencies. Improper performance of duties results in external and internal complications due to providing inaccurate information, figures or statistics; loss of R&E time or resources due to

errors or inefficiencies; lawsuits or complications due to improper handling of confidential information; a negative image for R&E with the public, County departments and other government agencies due to inefficiency or poor public relation skills; and/or a decrease in service to customers because of poor scheduling, ineffective transmission of information or office inefficiencies.

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

- Knowledge of operation of personal computers in a Microsoft Office environment, photocopier, calculator, and telephone equipment.
- Knowledge of business English, spelling, and grammar.
- Knowledge of office practices and procedures.
- Knowledge of R&E structure, programs, operations and terminology.
- Knowledge of laws and regulations pertaining to R&E.
- Knowledge of desktop publishing software (depending upon assignment).
- Skill in problem analysis and determination of appropriate action to address organizational needs and resolve organizational/operating problems.
- Skill in using computer word processing, spread sheet, presentation programs; Electronic Board Document Management System and County's Electronic Document Management System.
- Skill in effective written communication, including developing, proofing and editing documents for clarity and grammar.
- Skill in communicating effectively with policy makers and elected officials at all levels of government.
- Ability to establish and maintain effective working relationships with coworkers, vendors and the public.
- Ability to communicate effectively by phone and in person.
- Ability to understand and carry out complex oral and written directions.
- Ability to perform mathematical calculations.
- Ability to prepare routine financial and technical reports and projections. (depending upon assignment)
- Ability to establish and maintain filing systems.
- Ability to determine priorities, plan workloads and meet deadlines.
- Ability to work independently in the absence of supervisor's instructions.
- Ability to type 55 words per minute.
- Ability to handle confidential information with discretion and in accordance with the Data Practices Act.
- Ability to interpret R&E policies and procedures to vendors and the public.
- Ability to provide work direction to interns and temporary employees (depending upon assignment)
- Ability to establish and maintain effective relationships with County leadership, including department administrators and staff, Board of County Commissioners, community representatives, government officials, and the general public.
- Ability to assimilate large volumes of information
- Ability to ensure excellent judgement and attention to detail

#### **MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or equivalent.

**Experience:** Six years of clerical experience, including two years working as an Executive Assistant or an Administrative Assistant performing work at a senior level.

**Substitution:** Post high school education can substitute for the general clerical experience on a year-for-year basis for up to four years of experience.