



Safeguarding today, preserving tomorrow

Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **Executive Assistant to Executive Director**

Department: Administration

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, provides administrative and secretarial support to the Executive Director and the Commission. Work involves performing duties governed by broad instruction, objectives, and policies involving frequently changing conditions and problems.

ESSENTIAL JOB FUNCTIONS

- Schedules and coordinates supervisor's activities; keeps supervisor informed of schedule.
- Composes and/or types correspondence and reports for supervisor and/or Commission; maintains related calendar of events.
- Organizes special training sessions requested by Commission, including materials, audio, video, room setup, and refreshments.
- Coordinates aspects of Commission and Committee meetings to include: preparing and compiling of agendas/agenda items; distributing of agenda packets (either electronically or hard copies) to Commissioners and staff; attending regular and scheduled Commission and Committee meetings; setting up and managing sound, video, and data uploading at meetings; transcribing meeting minutes; and following-up on applicable action items.
- Researches files; coordinates information; monitors progress of projects; prepares reports/findings to supervisor.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, answering the telephone, establishing, and maintaining filing systems, etc.
- Maintains discretion and confidentiality in handling office information.
- Coordinates training, meetings, and assigned events for District.
- Performs special projects as assigned.
- Organizes registration and travel arrangements for assigned events.
- Prepares monthly newsletter.
- Coordinates employee recognition program.

- Creates, updates, and maintains the District's website; updates and maintains related social media sites; creates, updates, and maintains District's digital signage board.
- Receives and/or reviews various records and reports.
- Refers to resolution log, policy and procedure manuals, codes, laws, regulations, publications, and reference texts, etc.
- Coordinate the archives of Commission, Human Resources and Safety and supervisor's documents in accordance with District's retention schedule.
- Operates a District vehicle and a variety of equipment, supplies, and software.
- Interacts and communicates with various groups, individuals, Commissioners, visitors, and members of the general public.
- Maintains supplies for the department.
- Performs other administrative division tasks as requested.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associate Degree in related field;
- Three (3) years of responsible secretarial or executive assistant experience; or
- Equivalent education, training, and/or experience.

Licenses or Certifications:

- Valid South Carolina driver's license.

Special Qualifications:

- Requires advance skills in Microsoft and Apple computer software to produce spreadsheets and correspondence; and performs desktop publishing.
- Able to use or learn to use a variety of equipment such as computer, printer, fax machine, copy machine, postage machine, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Office, Novisign, Lucity, etc.

Knowledge, Skills and Abilities:

- Knowledge of the occupational hazards and safety precautions of the industry.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the organization, related departments, and agencies.
- Knowledge of modern office practices and equipment.
- Knowledge of proper English usage, vocabulary, punctuation and spelling.
- Knowledge of basic mathematics.
- Skill in operating and maintaining a variety of office equipment as necessary in the performance of daily activities.
- Skill in applying a responsible attention to detail as necessary in preparing reports and correspondence.
- Skill in secretarial, clerical, organizational and interpersonal functions.
- Skill in typing with accuracy and speed.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to read and interpret various materials pertaining to the responsibilities of the

job.

- Ability to use independent judgment in performing routine tasks.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to perform job duties effectively despite frequent interruptions.
- Ability to balance multiple tasks.
- Ability to offer assistance to fellow employees as necessary.
- Ability to react calmly and quickly in emergency situations.

PHYSICAL DEMANDS

The work is sedentary work. This requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects including the human body. Additionally, the following physical abilities are required: fingering, hearing, mental acuity, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Works inside an office environment.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date