EXECUTIVE ASSISTANT TO THE ADMINISTRATION

I. BASIC FUNCTIONS:

The employee occupying the position of this class is responsible for performing a variety of complex, highly skilled and confidential administrative duties, supporting the Borough's mission, vision, and values while providing assistance to the Administration office and members of the public. The classification requires a high degree of independent judgment, initiative, and the ability to manage widely conflicting demands. Employees must learn and reflect the administrative style of the Mayor, Borough Manager, Assistant Borough Manager or others as appropriate and handle assignments that involve highly sensitive or confidential matters. This is a confidential position and as such is excluded from membership in the employee's association.

II. DISTINGUISHING CHARACTERISTICS:

The Executive Assistant is expected to perform a variety of highly complex, highly responsible, sensitive and confidential administrative support duties. This class is distinguished from other secretarial classes in that it supports the Executive Office which has significant managerial responsibility in the direction of the operations and activities of the Borough. Additionally, the employee may serve as primary support for the Mayor or for special on-going projects and divisions as assigned through the Borough Manager and/or Assistant Borough Manager.

Employees are expected to use independent judgment and discretion in the arranging of appointments and itineraries of officials and administrative staff and to interpret and apply Borough policy, code and regulations in response to requests for assistance and information from employees and the general public. The employee must be diplomatic and sensitive to the needs of the Borough assembly members, treating all members equally, and at the same time keeping the Manager and others as appropriate informed of all critical issues.

Responsibilities routinely involve relieving the Borough Manager and/or Assistant Borough Manager of considerable administrative and procedural details, anticipating their needs and taking considerable initiative to provide services not specifically requested; following through on matters which would otherwise require their attention and accomplishing some segments of administrative work with little or no direction. This position takes on responsibilities for the Borough's "High Performance Organization" (HPO) initiatives by identifying, creating, and managing internal communication projects that help employees continue HPO development. Work involves the handling of confidential files and the transcription of confidential documents, and requires the employee to maintain the confidentiality of administration/employee communications and work product.

Supervision Received:
Supervision is received from the Borough Manager or Assistant Borough Manager who periodically reviews work for standards of accuracy, timeliness, style of presentation, thoroughness, and quality.

Supervision Exercised:
Supervision is not a normal responsibility of this class, although the employee may exercise technical and functional supervision over other office support staff, as required.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employees in this position work primarily in an office setting. The noise level will normally be quiet to moderately noisy due to office equipment, telephones, and other employees/members of the public with business in the office. Overtime, evening or weekend work may be required on occasion.

III. REPRESENTATIVE EXAMPLES OF WORK:

Uses time management skills and judgment to determine the relative importance of conflicting time demands to allow for uninterrupted work time, and to determine alternate personnel available to handle appointments, when applicable.

Creates briefing reports for the Borough Manager and/or Assistant Borough Manager which includes project status, resolved issues, anticipated events, and other important information; meets with the Borough Manager and /or Assistant Borough Manager regularly to discuss the report, and coordinate upcoming events.

Serves as liaison with contacts within and outside the organization; obtains and disseminates information for the Borough Manager and/or Assistant Borough Manager.

As directed, serves as liaison to the Mayor's office, coordinating requests and handling scheduling which includes the use of e-mail or telephone contact.

Delivers a variety of internal and external communications in order to assist ongoing project progress.

Assumes responsibility for completion of special projects and related work, as assigned, reporting progress via briefing report.

Screens telephone and personal callers; determining which matters can be handled independently and which can be delegated to the appropriate staff for review or resolution; refers some to the appropriate office or person to handle; responds to inquiries without advice or direction; maintains appointment calendar.

Provides a wide variety of administrative duties as required for the daily operations of the Executive Office including but not limited to travel and calendar scheduling, preparing reports, and conducting research.

Assists the Manager in the implementation of the Borough's policy on access to public records.

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Coordinates and processes responses to requests for public records according to Borough policy, contracts, Code, and State Statutes.

Previews and tracks all contracts, deeds, payroll documents, change orders, and other documents that come to the Manager daily for signature; determines what documents do not need the Manager's review and can be validated with his signature stamp; notarize all necessary documents after they are signed.

Receives departmental reports via e-mail and converts to administrative documents for use by the Manager.

Proofreads, compiles, copies, and converts to .pdf format the weekly Manager's Report for distribution in hard copy and placement on the Borough website.

Prepares and files quarterly Alaska Public Officers Commission (APOC) reporting forms for Borough lobbyists, Assembly members, the Manager, the Mayor, and other administrators.

Prepares all payroll documents for the administration and mayoral staff.

Processes all requisitions and invoices, follows up on payments, reviews contracts for needed renewals, requests budget adjustments as needed, prepares preliminary budget and orders equipment and supplies for the administration and mayoral offices.

Makes travel and meeting arrangements as requested. Manages any changes to the arrangements and meetings and processes expense reimbursement claim forms.

Provides planning for events, including scheduling and arranging facilities, presenters, food, transportation, press, or any other necessary aspects of the event; and provides or arranges for necessary office services such as purchasing, duplication of materials, obtaining of supplies and equipment, and similar functions.

Schedules recurring and/or regularly held meetings which includes assigning meeting dates, schedule meeting locations, and notify all meeting attendees, both within and outside of the Borough.

Establishes and maintains files, records, and other information sources related to work; keeps suspense file on recurring and other scheduled requirements for replies and reports and other information sources. Maintains administrative files and other records in accordance with the Borough's established records retention program.

Creates, composes, edits, produces and/or distributes a variety of documents including correspondence, legislation, reports, and presentations; reviews work for format consistency, grammatical construction, and typographical accuracy.

Obtains, compiles, and presents in suitable form a variety of materials related to the work of the office; prepares meeting agendas, meeting minutes, and assembles packets of materials; records and prepares meeting minutes.

Opens incoming mail and sorts into convenient categories for review; attaches related material when appropriate; prepares some replies independently.

Performs other duties and related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Superior knowledge of organizational and problem solving skills, strong work ethic, and interpersonal skills.

Advanced knowledge of secretarial and clerical office practices, procedures, techniques, and equipment.

Advanced knowledge of correct and effective use of English grammar formatting, spelling, punctuation and proofreading techniques.

Knowledge of the basic principles and practices of clerical accounting, bookkeeping, and budgeting.

Knowledge of IT language to produce and implement web design to various pages of the Borough's intranet and internet pages.

Ability to prioritize to meet the constantly changing demands of a fast-paced office.

Ability to perform typing or stenographic work at an acceptable level of proficiency, as required by the position.

Ability to understand and execute oral and written instructions and to apply guidelines to varied situations.

Ability to express ideas and convey information effectively, both orally and in writing.

Ability to meet and deal with the public in a pleasant and courteous manner.

Ability to maintain and prepare financial and other types of records, forms and reports.

Ability to establish and maintain effective working relationships with the general public, public and private officials, and fellow employees.

Ability to maintain strict confidentiality when dealing with sensitive issues

Ability to become familiar with the specialized work of the assigned unit.

Ability to establish and maintain accurate records and reports.

Skilled in the use of modern office machines and equipment, proficiency in computer software, including Microsoft Office Suite and the ability to learn and effectively use other software as required by the position.

Skilled in use of graphic design software to create posters, reports, advertisements, and other desired projects.

Excellent time management skills to assist the Manager in making the best use of his time.

Ability to interpret and apply administrative departmental policies and procedures.

Ability to interact effectively with all contacts inside and outside the Borough.

Ability to organize work, set priorities, meet critical deadlines, and work independently in the absence of supervision.

Ability to take responsibility for decision making in the absence of the manager or other acting administrative personnel.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Five (5) years of professional and progressively responsible experience involving the broad scope of administrative functions, including two (2) years supporting senior/executive level positions. Documented experience with handling difficult customer service interactions and sensitive or controversial issues.

Two years of college level course work in business, public administration or office management related studies. Demonstrated regular participation in continuing education events to upgrade or enhance skills. Membership in professional organizations related to this position is desired.

OR

Seven (7) years of professional and progressively responsible experience involving the broad scope of administrative functions, including five (5) years supporting senior/executive level positions. Documented experience with handling difficult customer service interactions and sensitive or controversial issues.

Possession of or ability to obtain a Notary Public Commission from the State of Alaska within six months of employment

Valid Alaska driver's license with an acceptable driving record and criminal history.

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VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools, including computer, printers, scanner, typewriter, transcriber, fax machine, copiers, calculator, binding machine, telephones including cellular telephone, and micro fiche reader. The employee may occasionally drive a vehicle.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employees are required to sit for long periods, and to frequently talk and hear, and to use hands to finger, handle and feel. They are also required to periodically stand or walk, and occasionally to climb, balance, stoop, kneel or crouch, and to reach with hands and arms. The employees may be required to lift up to 25 pounds, and on occasion, if required to lift a full box of files, up to 35 or 40 pounds.

Special vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Adequate vision to operate vehicles and equipment in the daylight and darkness and in all types of weather conditions. The employee will be expected to spend the majority of their time working with a computer and monitor.