

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Executive Assistant

DEPARTMENT: County Administrator's Office

REPORTS TO: County Administrator

FLSA STATUS: Non-Exempt

DATE APPROVED: 4/6/2022

APPROVED BY: JRM

I. PURPOSE / SUMMARY:

Under limited supervision, performs a variety of high-level administrative support duties for the County Administrator and senior staff as assigned. Conducts research, drafts written reports and correspondence, and provides information as needed for ongoing activities of the office.

II. RESPONSIBILITIES:

- 1) Prioritizes incoming mail, email, phone calls, and requests for appointments; delegates requests for information, assistance and meetings as needed; monitors and tracks documents and correspondence which require timely action, decision, or response. Regularly handles highly sensitive and/or confidential matters.
- 2) Reviews, edits, drafts, and corrects documents, reports and correspondence as requested.
- 3) Prepare meeting agendas and coordinate related materials.
- 4) Assists County Administrator with compiling data related to Key Performance Indicators from all functional areas inputting data and maintain a dashboard for KPI's.
- 5) Promotes the County's values, missions, and goals while representing the County Administrator in responding to a wide range of inquiries from the community; provide excellent customer service while interacting with a diverse group of callers and visitors, as well as internal contacts at all levels of the organization, and high-ranking local, state, and federal officials.
- 6) Assesses citizen's complaints and disseminates complaints to the proper department to effect expedient resolution and citizen satisfaction. Tracks complaints and resolution.
- 7) Organizes and maintains department files, policies, and confidential data.
- 8) Assists the County Administrator by performing research, drafting written reports and correspondence, and providing information needed for meetings and/or submissions to County Council. Review, research, and evaluate data for assigned projects in support of the County Administrator.
- 9) With assigned contractors or employee, responsible for oversight and management of county website and digital sign content.
- 10) Assists the County Administrator with the management of their daily appointment calendar.
- 11) Attends meetings and conferences as requested and assists Administrator by drafting agendas and monitoring action items from meetings.
- 12) Represents the County Administrator's office on various Department/ County boards or committees.
- 13) Coordinate travel arrangements for County executives and visiting officials; and supervise the work of clerical staff engaged in varied activities.
- 14) Reviews materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- 15) Performs other directly related duties consistent with the role and function of the classification.

16) Performs other duties as assigned.

All County employees are considered public servants for the citizens of Marlboro County. When requested before, during, or after an emergency event, County employees are expected to work and serve the public in coping with the emergency.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Excellent verbal and written communication skills. Excellent interpersonal skills.
- 2) Excellent organizational skills and attention to detail.
- 3) Excellent time management skills and ability to multi-task and prioritize work.
- 4) Demonstrated ability to “manage up” as it relates to task completion and adherence to schedules by senior staff.

Required Education and Experience

- Associate degree and 3-5 years of related experience. Bachelor’s degree preferred.
- Moderate skill level with MS Office suite applications (Word, Excel, Outlook, PowerPoint), Adobe Acrobat and other computer software essential to department operations.
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

IV. CERTIFICATIONS REQUIRED:

None

V. SUPERVISION:

None

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.