

EXECUTIVE ASSISTANT

DEFINITION:

A highly responsible, confidential and professional administrative position responsible for a variety of administrative functions and duties necessary to ensure efficient flow of the day-to-day activities of the Executive Office. This work requires the use of considerable time management and initiative.

Work is performed in accordance with established policies and good judgment is required in the application and execution of tasks.

Supervision is received from the Agency Head or his/her designee.

DUTIES (NOT ALL INCLUSIVE):

- Plan, coordinate, facilitate and schedule meetings for the Agency Head and his/her designee, as requested.
- Handle issues of a confidential nature as requested by the Agency Head or his/her designee;
- Liaison with applicable boards and commissions to coordinate scheduling of meetings and Agency Head's participation
- Maintain and handle documents and information of a sensitive nature with austere confidentiality
- Assist with and provide support with completing special projects for the department
- Ensure proper office records are maintained
- Organizes, coordinates and maintains the administrative functions of the Agency Head's office to ensure smooth operational efficiency
- Coordinate travel arrangements for Agency Head or his/her designee as required
- Maintain and manage Agency Head's daily office schedule/calendar
- Prepare travel expense vouchers, reports, routine memorandums, letters/ correspondences and other documents as required for appropriate action and transmittal
- Filing and maintenance of Agency Head's office records, reports and documents
- Assist with the preparations of meetings and applicable events
- Review and analyze incoming memorandums or correspondences and distributing appropriately
- Compile requisite documentation and data and prepare periodic and special reports for submittal to the Office of the Governor.
- Identify and analyze administrative policies and procedures for effective administrative operations.
- Provide administrative support to other divisions within the department, as necessary
- Performs other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Possess a high-level of professionalism and confidentiality

Possess exceptional organizational skills.

Ability to exercise efficient time management

Ability to coordinate and handle multiple tasks, meeting established deadlines

Exceptional customer service and interpersonal communication skills

Knowledge of principles and techniques of modern office management, procedures, practices and equipment

Possess exceptionally efficient and effective oral and written communication skills with considerable experience and demonstrated ability to serve the public and others in a courteous and professional manner

Knowledge of the principles and practices of office administration and clerical management.

Ability to prepare accurate, clear, complete and concise reports.

Ability to interpret properly and to make decision in accordance with laws, regulations and policies.

Possess high level of computer literacy and proficiency, especially in the latest Microsoft Office Suite: Word, Excel, Outlook and PowerPoint

Ability to read and comprehend.

Ability to establish and maintain effective working relationship with all persons contacted, during the course of work.

Self-motivated, with the ability to work with minimal supervision

Excellent interpersonal relations skills; ability to work and communicate well with others across various levels of management and non-management positions, to include the private and public sector

SUPERVISORY CONTROL:

Work is performed independently. Difficult or unusual situations are discussed with the Agency Head for appropriate action.

GUIDELINES:

V.I. Codes, Acts, Policies, Regulations, Manuals

COMPLEXITY:

Personal judgment and initiative must be exercised. Interprets and comprehends administrative procedures, protocol, efficient office maintenance, regulations and procedures.

SCOPE AND EFFECT:

The purpose of this position is to assist and support the Agency Head in maintaining efficient office clerical operational flow

PERSONAL CONTACTS:

Communicates with industry stakeholders, community, agency heads, employees of own agency as well as various departments, via telephone, memos, and meetings, or direct contact.

PURPOSE OF CONTACTS:

To obtain and exchange information and to discuss issues that is pertinent to the Department.

PHYSICAL DEMANDS:

Frequently require light effort.

WORK ENVIRONMENT:

Work is performed in an air-conditioned office setting.

MINIMUM QUALIFICATIONS:

Bachelor's Degree or Advanced Certification from an accredited institution in related administrative or clerical field, or a similar related field; and a minimum of five years of experience in an office, including administrative work experience, or an equivalent combination of education and experience

Or

Associates Degree or Certificate from an accredited institution in related administrative or clerical field; and a minimum of eight (8) years of related administrative work experience or an equivalent combination of education and experience