

EXECUTIVE ASSISTANT II

Department: Administration **Reports To:** Parish Administrator
Division: Not applicable **Location:** Administration Building
FLSA Status: Non-Exempt **Classification:** Full-Time/Civil Service
Approved By: Parish President **Date of Approval:** October 2002
Pay Grade Level: 6

JOB SUMMARY

Responsible for the performance of a variety of functions for the offices of the Parish President and Parish Administrator involving moderately complex clerical duties required in the daily functioning and associated daily interactions of these two (2) offices with other elected officials, department directors, the general public, and federal, state and local agencies and organizations. Job duties include scheduling of appointments, providing information to callers, local agencies and organizations. Job duties include scheduling appointments, providing information to callers, and relieving the Parish President and Parish Administrator of all clerical work by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Manages the calendar of the Parish Administrator and Parish President and independently schedules appointments
- Screens incoming calls and correspondence and responds independently when possible
- Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence for response
- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory personnel, citizens, other elected officials, and outside associated entities and organizations and monitors compliance
- Arranges programs, conferences, etc. by arranging for facilities, catering, issuing information/invitations, coordinating speakers, controlling event budget, and registering attendance
- Coordinates with the Clerk of the Council the preparation and placement of items on monthly Council and Council committee meeting agendas, as instructed by the Parish President and Administrator

- Facilitates the execution of legal and other formal documents by the Parish President and Parish Administrator, and ensures proper and expeditious return to appropriate department or agency
- Takes and transcribes dictation, and composes and prepares sensitive correspondence, reports, and other complex documents
- Creates and maintains executive files and records system
- Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods
- Arranges complex and detailed meeting and travel plans and itineraries, compiles documents for meeting and travel-related activities, and accompanies supervisor when required
- Consults with Parish Attorney regarding legal issues
- Handles purchasing of supplies and equipment; arranges for equipment maintenance
- Greets scheduled visitors and directs to appropriate area

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- May receive and refer citizen complaints
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and/or Experience. Associate degree or higher from college or university or a certificate of completion from a technical school; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret common governmental and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, members of the business community, other elected officials, and employees of the Lafourche Parish Government. Ability to write general correspondence, press releases, and inter-office reports that conform to prescribed style and format.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills. To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

Other Skills and Abilities. Must have basic knowledge of the methods, practices, and procedures in general office administration, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; general knowledge of computer word processing software (Corel WordPerfect, Excel, Quattro Pro, and Lotus 123, preferred), business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.

OTHER QUALIFICATIONS

- Ability to type at least 50 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other documents.

- Ability to plan, evaluate, and prioritize work assignments to ensure accurate production of documents to meet deadlines.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

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 this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.