



# Lincoln Trail ADD

## Job Description

**Executive Assistant (EA)**

**Pay Grade 16**

STATUS	
<b>Date:</b> 18 January 2023	<b>Department:</b> Administration
<b>FLSA Status:</b> Non-Exempt	<b>Reporting Authority:</b> Associate Executive Director
<b>Supervisory Responsibility:</b> None	

### **Position Overview:**

The incumbent prepares necessary correspondence for the Administration and Board of Directors. Serves as administrative support for all Board functions and personal assistant to the Executive Director and Associate Executive Director. Performs and directs activities necessary for efficient secretarial and/or clerical services for the Executive Office. Serves as purchasing clerk and performs other duties as assigned by the Executive Director.

### **Duties & Responsibilities:**

- Responsible for mailing correspondence to designated committees, boards, governmental agents or agencies and the general public.
- Attend meetings, records and types minutes, prepares agendas, maintains current membership lists and attendance records for Board of Directors and committees.
- Transcription of Executive Director's correspondence, memoranda, articles, etc.
- Coordinate travel and lodging arrangements for the Executive Director, Board members and staff at regional, state, and national conferences; coordinate travel vouchers for Board; coordinate activities for the Board Training Conference, Annual Meeting and all other Board functions
- Manage billing and receipt of the corporate card billings.
- Maintain records for Executive Committee, Board of Directors, Personnel Committee, Budget Committee, and others as assigned.
- Place advertisements for open positions per the request of the Executive Director and/or Associate Executive Director.
- File all incoming and copies of out-going correspondence regarding major functions with all office sections.

- Coordinate and prepare the Board packet with all its elements; supervise distribution of informational material in the office and mailings to designated committees.
- Provide administrative support to other departments as directed by the Executive Director and/or Associate Executive Director.
- Coordinate the vehicle fleet assignments and maintenance.
- Performs other duties as assigned.

**Education & Experience:**

- Required: Associates degree in business or secretarial administration and two (2) years' experience or ten (10) years of experience in lieu of degree.
- Preferred: Bachelor's degree in business or secretarial administration.

**General Qualifications:**

- Possess thorough knowledge of professional office practices and procedures; business grammar, spelling, math, and word processing; composes correspondence with general instructions; prepares accurate reports and minutes; maintains effective working relationship with other employees, elected officials, council and committee members, and the general public.
- Maintains appreciation for detail, initiative and resourcefulness associated with sound office management; possess good organizational and coordination skills; office etiquette; supervisory skills; stress management; operation of binding machine, postage machine, and copy machine; works under pressure and time constraints; follows through on assigned tasks until all aspects have been covered.
- Must be able to maintain confidentiality, communicate effectively and be a motivated self-starter.
- Must be able to estimate and keep track of office supplies and cost-effective procurement to support office wide product usage.
- Possess a valid Kentucky driver's license
- Must be capable of operating the phone system and act as receptionist for the Executive Director's calls.

**Work Site:**

Work is generally sedentary in an office setting, however flexibility for travel and mobility to attend meetings is a must. May require walking, flying, or operating a vehicle.

**Workplace Hazards:**

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.