

# Executive Assistant

Washington County CDA  
FLSA Status: *Exempt*

Dept/Div: *Administration*

## General Definition of Work

Performs intermediate administrative work for the Executive Director and the CDA by planning, organizing and coordinating administrative projects that include program compliance, risk management, document retention, agency policies and procedures, and related work as apparent or assigned. Work is performed under the limited supervision of the Executive Director.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function 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.*

## Essential Functions

- Provides administrative support to the Executive Director and Deputy Executive Director including preparation of routine correspondence, Board materials, calendar maintenance, and file management and development of messaging consistent with agency mission and communication plans.
- Gathers, obtains, and researches various information, prepares communication materials, and distributes it to external parties and CDA departments and personnel.
- Attends various meetings, prepares materials for meetings, and performs follow up actions if necessary.
- Coordinates, maintains, and secures confidential and private data for Executive Director and CDA; researches and performs data entry/analysis; and prepares reports at the direction of the Executive Director.
- Manages the storage and retention of Executive Director's documents in compliance with agency record retention policy.
- Researches and prepares administrative policies as needed and maintains and update policies as needed; organizes and coordinates internal compliance procedures for CDA policies and programs for external agencies; and organizes and maintains proper risk management policies and procedures.
- Plans and coordinates special events and independent projects as directed by the Executive Director.

## Knowledge, Skills and Abilities

Competencies required:

Thorough skill managing programs; thorough skill building strategic relationships; general skill leading mission driven change; thorough skill managing work process; thorough skill serving program clients; thorough oral and written communication skills; thorough skill with computer and communications equipment; thorough project management and organizational skills; thorough compliance monitoring and reporting skills; general skill managing human resources; general knowledge of real estate and property management; ability to record information, analyze data and create reports using Microsoft Office and other software and web-based applications; ability to display analytical and critical thinking skills, and ability to manage multiple projects and programs

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; some general knowledge of County and department housing, community development, and economic development programs, and compliance requirements; thorough skill composing standard reports, records and files related to agency departments and programs; thorough skill composing standard correspondence; ability to multitask and manage project time; ability to communicate effectively orally and in writing to sometimes aggravated clients; ability to read and understand advanced County and state policies and procedures; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment and perform advanced word processing and/or data entry; ability to establish and maintain effective working relationships with associates and the general public staff, elected officials, outside agencies, similar professional and the general public; ability to maintain the confidentiality of data; and the ability to relate well to people from varied backgrounds, understand diverse worldviews, and be sensitive to group differences; ability to see diversity as an opportunity, and challenge bias and intolerance.

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## Education and Experience

Bachelor's degree with coursework in public or business administration, or related field and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Cybersecurity Training Certificate within six (6) months of hire.  
Agency-specific training within six (6) months of hire.