



Job Description: Executive Administrative Assistant

Approved: *Allen Key*

Date: 10/1/2019

The Executive Administrative Assistant (EAA) will report to the JCESA Director and provide support to the Director and JCESA Board. Also, the EAA will interact with department staff to ensure deadlines are being met, to assist with workflow, and to encourage proactive staff functioning.

Qualifications

To be eligible for initial or continued employment in this position one must:

- Be at least twenty-one (21) years of age
- Possess a valid Driver's License
- Hold a high school degree with 3-5 years in executive office management; Post-secondary training certificates and/or college coursework preferred.
- Be proficient with Microsoft Office Suite (Word, Excel, Power Point, Access) and Adobe Acrobat;
- Demonstrate a proven ability to utilize good judgment in order to accomplish objectives established by superiors;
- Possess Excellent customer service skills; and
- Have a keen attention to detail.

Responsibilities

It is the responsibility of the Executive Administrative Assistant to:

Provide primary administrative support for the Director and other managers, to include calendar scheduling and maintenance, preparation and filing of documents and correspondence, processing mail and e-mail, with proper handling of sensitive and/or confidential issues; and

- Monitor office workflow, to include a "big picture" view of what each manager's primary goals are for the week/month; keeping track of critical and time sensitive deadlines; and providing administrative status reports for the Director; and
- Handle all office financial matters, to include processing budget line-item requests, purchase orders, expense reimbursements, upkeep of office supplies, etc.; and
- Provide general office coverage, greeting visitors, assisting the public, agency partners, volunteers, and candidates for employment; and
- Set up meetings, attend and take minutes for Board meetings, draft agendas, and email follow-up action items.

Supervision Given/Received:

This position receives direction and supervision from the Director. This position does not supervise others.



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Additional Position Attributes:

- **Status:** Hourly, full-time
- **Compensation:** Compensation is determined by position and years of service, as illustrated in the JCESA Pay Table.
- **Location and Hours of Work:** Generally, the Executive Administrative Assistant is expected to work 8am-4pm, Monday through Friday. However, schedule adjustments may be necessary to accommodate meetings, events, and special projects, at the discretion of the Director.