

Job Title: Executive Assistant

Classification: Exempt

Reports to: Executive Director

Date: February 4, 2020

Summary/Objective

This position provides a full range of executive support in a one-on-one working relationship. The executive assistant also serves as a primary point of contact for internal and external constituencies on all matters pertaining to the executive office, including the APS officers, council and senior management team.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions such as:

1. Works closely with the executive director to keep him well informed of upcoming commitments and responsibilities, and following up as needed.
2. Manages the executive director's schedule, including internal and external meetings, travel arrangements, and speaking engagements.
3. Compile and process confidential material of a sensitive nature, and ensures appropriate course of action, accuracy, referral, or response, is in compliance with policies and procedures, and appropriate language and grammar.
4. Proactively solicits, organizes and distributes materials for executive cabinet meetings, staff meetings, weekly chiefs' meetings, and individual supervisory meetings for the executive director. Ensures completion of identified follow up actions.
5. Serves as the executive office liaison to the communications department to ensure timely development of presentations and speeches for the executive director and APS presidents.
6. Provides administrative and logistical support and assistance to the director of governance and leadership.
7. Facilitates smooth and professional communication with the APS officers, council, committee chairs, and section leaders on behalf of the executive director.



8. Manages external correspondence and requests for the executive director, ensuring that all who communicate with the executive office receive prompt, professional and courteous replies.
9. Reconciles expenditures and completes expense reports for the executive director and APS officers.
10. Sets a high standard of professionalism and customer service for the executive office, balancing efficiency and cordiality.
11. Assist in preparing council meeting materials.
12. Creates and develops visual presentations for the executive director.
13. Establishes, develops, maintains and updates filing system for the executive director and executive office. Retrieves information from files when needed.
14. Answers phones for the executive director and organizes and prioritizes emails and calls, fields/answers routine and non-routine questions whenever possible.
15. Acts as a liaison with other departments and outside agencies, including high-level staff such as CEO's, Presidents, Vice Presidents and Chiefs.
16. Handles all confidential and non-routine information and explains policies when necessary.
17. Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the executive director, which may include planning and coordinating multiple presentations, disseminating information, or conducting research.
18. Proofreads documents for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
19. Helps develop and tracks department budget/expenditures.
20. Manages meeting and event planning for council meetings and leadership retreats.
21. Completes other critical administrative tasks, including drafting acknowledgement letters, personal correspondence, staff communications, and timekeeping of executive director's direct reports.
22. Develops schedule for executive director at annual meeting, working in conjunction with the APS executive team.
23. Available to travel two weeks a year.

Competencies

1. Excellent oral and written communications
2. Strong initiative, analytical and critical thinking with the ability to anticipate the needs of the executive director.
3. Excellent organizational skills, detail-oriented, exceptional interpersonal skills with positive outlook and ability to build relationships.



Supervisory Responsibility (if applicable)

N/A

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Required Education and Experience

1. Bachelor's degree or equivalent experience.
2. Seven years senior administrative or executive-level assistant experience with at least five of those years in support of executive-level association leaders including, managing complex schedules and meetings, handling incoming and outgoing communication, developing documents, and handling logistics.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.