

County of Newberry

Position Description

Position Band: P1

FLSA: Non-Exempt

Internal Title: Executive Assistant to Administrator

Department: Administration

Reports to: County Administrator

Full-time

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE, AND IS NOT MEANT TO IMPLY, A CONTRACTUAL RELATIONSHIP BETWEEN THE EMPLOYEE AND THE COUNTY.

Job Summary: Under general supervision of the County Administrator, performs high-level, complex administrative duties. Duties include managing the County Administrator's daily weekly, and monthly meeting scheduling relating to financial management, problem-solving, budgeting and strategic planning. Corresponds with County Council and other elected officials as needed.

Major Tasks and Responsibilities

Essential Tasks and Responsibilities

1. Coordinate with the County Administrator in scheduling appointments with staff, elected officials, council members and other constituents; maintains up to date calendar. Answers phone calls and responds to both oral and written requests with a high-level of professionalism. Able to provide customer service to public requests and serves as the liaison to the Legislative Delegation and the Clerk to Council. Corresponds professionally and promptly to County Council members and other elected official's requests.

Percentage of time – 75%

2. Research various sources for pertinent information to creative problem solving. Compile data for the County Administrator, including but not limited to, budgets, finance, strategic planning, County Council, and other elected officials.

Percentage of time – 20%

3. Other administrative duties as assigned

Percentage of time – 5%

The incumbent receives general supervision through consultation with the individuals for whom the tasks are being performed.

Skills, Knowledge, Experience and Other Qualifications:

(Desired levels of formal education, professional qualifications, training, experience)

- Requires a high school diploma
- At least one year of progressively responsible administrative/clerical experience
- Ability to type with speed and accuracy
- Combination of skills, knowledge, experience and qualifications that are justifiably similar to the above

Each of the following:

- Ability to read and understand general instructions
- Proficient in Microsoft Excel, Microsoft Word, and Microsoft Power Point
- Excellent written and verbal communication skills
- A valid SC driver's license in good standing

Physical Requirements of the Position:

- Requires sitting desk work of two or more hours at a time
- Requires standing for two or more hours at a time
- Must be able to climb at least three consecutive standard flights of stairs
- Must be able to lift and carry items weighing up to 50 pounds
- Requires extensive keyboarding dexterity and endurance
- Requires intensive concentration for two or more hours at a time