

Executive Administrative Assistant

Salary Range: \$62,177.29 - \$90,051.25

Description: Provides administrative support to the Executive Director.

Essential Functions

- Maintains the Executive Director's calendar; coordinates, arranges and confirms meetings.
- Performs any and all other duties as assigned be it from brief or comprehensive instruction and/or independent and improvised judgement.
- Researches, prepares/drafts, proofreads and maintains memoranda, correspondence, reports and other documents often of a highly confidential nature; ensuring materials and reports for signature are accurate and in compliance with Council 93 standards, policies and procedures.
- Acts as liaison in coordinating work and other matters between the Executive Office staff, department heads, managers, coordinators and support staff.
- Responds to and prioritizes correspondence, requests for information, and complaints; refers matters to appropriate staff and/or takes or recommends action to confirm resolution.
- Direct report for area secretaries.
- Schedules, prepares agenda, materials and correspondence and records/maintains minutes and records for various meetings, including but not limited to: monthly Grievance Review, biennial convention and/or legislative conference, quarterly Executive Board and quarterly Finance Committee meetings.
- Updates and maintains membership/grievance database.
- Demonstrates a high degree of tact and diplomacy maintaining confidential information, and while handling issues that may require sensitivity and use of sound, personal judgement.
- Communicates efficiently orally and in writing utilizing correct English grammar.

Minimum Qualifications:

- Operate and train others in operation of standard office equipment, computer and word processing software/ including but not limited to: word, spreadsheet, graphics, other software packages and Council 93 processes and procedures.
- Budgeting, record keeping, filing and purchasing practices and procedures.
- Ability to interpret, apply, and reach sound decisions in accordance with laws, Council 93 policies, procedures and rules including but not limited to travel/training and expense reporting.
- Knowledge of labor contract provisions, functions of the organization; including the role and responsibilities of the Executive Board.
- Establish and maintain highly effective working relationships with board members, elected officials, officials of other governmental agencies, business and community organizations, interest groups, the media, members and other encountered in the course of work.
- The Principles and practices of effective supervision.
- Manage multiple and rapidly changing priorities to meet the needs and expectations of the Executive Director and/or other staff.
- Other duties as may be required by the Executive Director.

Training and Experience

- High School Diploma or equivalent.
- Five (5) years of progressive responsible office administrative experience or training.