



HILL COUNTY
JOB POSTING/ DESCRIPTION
December 1, 2022

Job Title: Executive Administrative Assistant

Department: Commission

Type: (1) Full-time

Accountable To: Commission

Wage: \$16.12 hourly

Job Overview: Serve a critical role in assisting the Commissioners with scheduling, organizing and administrative tasks. Be well-organized, have great time management skills and be able to act without guidance.

Essential Functions (Major Duties or Responsibilities): Act as the point of contact among the Commission, employees, public and other external partners. Manage information flow in a timely and accurate manner. Use various software, including word processing, spreadsheets, databases, and presentation software. Provide general administrative support. Manage Commissioner's calendars and set up meetings. Act as an office manager by keeping up with office supply inventory. Format information for internal and external communication such as memos, emails, presentations. Opening, sorting and distributing incoming mail, emails and other correspondence. Accurately record actions taken by the Commission, take minutes during meetings, transcribe notes and prepare minutes to be put into the Proceeding Books. Take follow-up action and index actions. Prepare resolutions, ordinances and agreements. Process and submit claims. Route correspondence and items to proper departments. Maintain files, research past proceedings and county records. Present information to Commission. Handle agreements and contracts executed by the Commission. Prepare public notices and solicitations for quotes and bids for publication to the media in accordance with State statutes. Weekly post agendas and calendars on our Hill County website. Track all agreements, contracts, board appointments, and lease expiration dates for renewal. Organize and maintain the office filing system. Schedule meeting rooms, set up for and prepare meeting items.

Knowledge, Skills and Abilities: Work independently, deal with stressful situations, and attention to accuracy and detail required. Handle, organize and prioritize multiple projects simultaneously. Effectively communicate orally and in writing. Develop and establish effective working relationships with Commission, coworkers, other agencies and/or departments and members of the general public. Familiarity with office equipment and applications. Discretion and confidentiality.

Minimum Qualifications (Education and Experience): Combination of education and experience equivalent to a high school diploma, GED or equivalent.

Special Requirements:

- Valid driver's license
- Other; Social Security; Proper identification for the requirements of I-9

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

Commissioner's Review:

Diane McLean	Title	Date
	<i>Vice Chair.</i>	<i>12-2-2022</i>
Mark Peterson	Title	Date
	<i>COMMISSIONER</i>	<i>12.2.2022</i>
Jacob Strissel	Title	Date

Human Resources Review

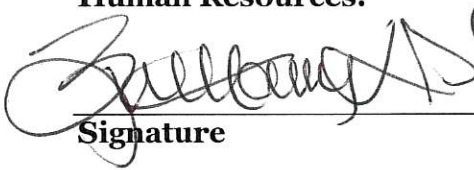
Step: 1 **Grade: 11** **Rate of Pay: \$16.12 per hour** 

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Union Bargaining Unit:

Human Resources:

	Human Resources	<i>12.2.22</i>
Signature	Title	Date

**HILL COUNTY
JOB DESCRIPTION**

Hill County is a Drug-Free Workplace & EOE. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Executive Administrative Assistant

Department: Commission

Job Overview: Serve a critical role in assisting the Commissioners with scheduling, organizing and administrative tasks. Be well-organized, have great time management skills and be able to act without guidance.

Essential Functions (Major Duties or Responsibilities): Act as the point of contact among the Commission, employees, public and other external partners. Manage information flow in a timely and accurate manner. Use various software, including word processing, spreadsheets, databases, and presentation software. Provide general administrative support. Manage Commissioner's calendars and set up meetings. Act as an office manager by keeping up with office supply inventory. Format information for internal and external communication such as memos, emails, presentations. Opening, sorting and distributing incoming mail, emails and other correspondence. Accurately record actions taken by the Commission, take minutes during meetings, transcribe notes and prepare minutes to be put into the Proceeding Books. Take follow-up action and index actions. Prepare resolutions, ordinances and agreements. Process and submit claims. Route correspondence and items to proper departments. Maintain files, research past proceedings and county records. Present information to Commission. Handle agreements and contracts executed by the Commission. Prepare public notices and solicitations for quotes and bids for publication to the media in accordance with State statutes. Weekly post agendas and calendars on our Hill County website. Track all agreements, contracts, board appointments, and lease expiration dates for renewal. Organize and maintain the office filing system. Schedule meeting rooms, set up for and prepare meeting items.

Knowledge, Skills and Abilities: Work independently, deal with stressful situations, and attention to accuracy and detail required. Handle, organize and prioritize multiple projects simultaneously. Effectively communicate orally and in writing. Develop and establish effective working relationships with Commission, coworkers, other agencies and/or departments and members of the general public. Familiarity with office equipment and applications. Discretion and confidentiality.

Minimum Qualifications (Education and Experience): Combination of education and experience equivalent to a high school diploma, GED or equivalent.

Preferred Qualifications: 3 or more years of proven experience as an executive assistant or other relevant administrative support experience. In-depth understanding of entire MS Office suite. Ability to organize a daily workload by priorities. Meet deadlines in a fast-paced quickly changing environment. Proactive approach to problem-solving with strong decision-making skills. Professional level verbal and written communications skills.

Special Requirements:

- Valid driver's license
- Other; Social Security; Proper identification for the requirements of I-9

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.