

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION

Position Title: **EXECUTIVE ASSISTANT**

Department: Administrative Department

Location: 499 North State Street, New Lexington

Supervisor: Human Resources Manager

Normal Working Hours: Full-time, routinely 32 hours per week to be scheduled Monday – Friday between the hours of 8:00 am and 4:00 pm. Required to work late evenings at least 1x/month. May be required to flex schedule.

FLSA Status/Classification: Classified, Non-exempt, Overtime Eligible

Salary Range: TBD (formerly Range 4: \$10.23 – \$17.04)

Safety-sensitive: No

**SUMMARY**

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Under general supervision of the Superintendent, the Executive Assistant is primarily responsible to coordinate, facilitate, communicate, and support the work and needs of the seven member board. The Executive Assistant subsequently supports the needs of the Superintendent, and provides additional assistance and support to the Human Resources Manager and other staff of the Administrative Department. The Executive Assistant is a highly qualified professional who exemplifies extreme competence, efficiency, and reliability.

**MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE**

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- High School Diploma with 3-5 years' experience as an executive assistant (or equivalent) –OR – Associate's degree in related field.
- Experience working in the field of developmental disabilities.
- Proven proficiency in Microsoft Office applications and exemplary typing skills.
- Excellent oral and written communication skills for effective interaction with internal and external customers.
- Experience with computers, electronic machines and programs such as: office equipment, record-keeping systems, postage meter, phone systems.
- Valid driver's license with acceptable driving abstract to meet criteria for insurability.

**KNOWLEDGE / SKILLS / ABILITIES**

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Knowledge of:

- Roberts Rules of Order and familiarity with researching and implementing rules and procedures
- Accessing various web-based applications and conducting research via the internet.

Skills in:

- Excellent demonstrated verbal and written communication and effective interaction with internal and external customers, including advanced proficiency with technical writing, grammar, and proofreading.

- Organizing meetings, trainings, and conferences.
- Human relations and establishing positive rapport with people.

Ability to:

- Demonstrate a high level of professionalism, including a positive business image with a great degree of discretion, sensitivity, confidentiality, attention to detail, and reliability.
- Manage multiple priorities, meet tight deadlines, and perform multiple tasks simultaneously.
- Maintain flexibility in work schedule.

***PROBATIONARY PERIOD***

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300 days

***WORKING CONDITIONS***

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Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 85% in office, 15% travel and out of building commitments, no telecommuting possibility. Expected to work as scheduled. Regular and predictable attendance and performance is an essential function of the position.

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours and regular, including late evenings at least once monthly.

Physical Demands – Position requires long period of sitting with brief periods alternating between standing and walking. May need to physically lift, carry or move materials up to 50 pounds.

***POSITIONS SUPERVISED***

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None

***ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS***

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55% BOARD ADMINISTRATION

Prepare and maintain monthly Board agenda and packets; electronically distribute Board packets as directed by the Superintendent. Responsible for tracking, planning, and making recommendations to the Superintendent regarding Board agenda items. Advertise meetings as required; prepare Board member reminders, and plan for and schedule board meeting rooms. Assure public notices are posted in compliance with the Open Meetings Act.

Attend and support the Board President to conduct Board meetings following Robert’s Rules and maintain Board records including meeting minutes, Board member in-services, organize Board member

orientation, and any other official files required under applicable rules. Monitor and record board meeting attendance, required training attendance to ensure compliance as outlined in OAC 5126.021. Maintain updated certification records for Board members. Complete reports required by the Ohio Association for County Boards of Developmental Disabilities and the Ohio Department of Developmental Disabilities regarding Board roster changes, appointments, and in-services; notify Superintendent of renewal requirements.

#### 45% SUPERINTENDENT AND ADMINISTRATIVE SUPPORT

Perform complex Executive Assistant duties, including organization, typing, proofreading, and filing a variety of complex and confidential materials for the Superintendent.

Prepare and process correspondence, screen phone calls and visitors to the Superintendent, and schedule appointments. Screen the Superintendent's general and interoffice correspondence; handle routine matters independently.

Transcribe, file, and disseminate materials for the Superintendent as needed and assure confidentiality of all such information. Make travel arrangements for the Superintendent.

Support, share, collaborate to perform front desk receptionist duties, including but not limited to: periodic phone coverage, routing calls, and greeting visitors in a professional manner. Additional assistance, as necessary to meter and send outgoing mail, maintain postage meter, and copier (maintain supplies as needed).

Support the maintenance of HR databases and personnel files. Generate reports, perform secretarial new hire/exit activities for new and departing staff.

Assist Administrative Department staff by making copies, filing, faxing, making phone calls, drafting correspondence, distributing information, scheduling meetings, appointments or interviews, and other tasks as requested.

Monitor the supply inventory for the administrative department. Order supplies and equipment, research and complete new product purchases. Source vendors for needed materials, supplies, equipment, and service; negotiating terms, as necessary.

Manage inventory system. Tag and log new equipment, prepare blank purchase request forms, print purchase request forms for other departments, and keep all departments supplied.

Connect and collaborate with the PCBDD Business Department, PC Auditor's Office, and the PC Treasurer's Office to record revenues, do pay-ins, prepare invoices, and verify employee insurance premiums and auditor's office deductions.

#### OTHER DUTIES

Maintain confidentiality of program matters.

Attend in-service training and meetings; transcribe meeting minutes as necessary and as directed by the Superintendent or Human Resources Manager. Prepare and distribute minutes from meetings in a timely manner.

Perform other duties as assigned.

**DECLARATION**

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As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

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Signature

\_\_\_\_\_  
Date