

EXECUTIVE ASSISTANT
To the
EXECUTIVE DIRECTOR
Of the
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA
Salary: \$42,000 – \$48,000

ADMINISTRATIVE UNIT: School Building Authority of WV

NATURE OF WORK:

Under limited supervision, performs highly responsible advanced level administrative support work for the Executive Director. Work involves independent responsibility for making limited policy interpretations in dealing with the public and acting with authority on office management and administrative functions in the absence of the supervisor. Responsibilities include high level secretarial, clerical, office management and general administrative duties with primary emphasis on relieving the supervisor of administrative details. Work is performed in strict confidence and in accordance with modern professional secretarial principles and techniques.

DUTIES:

- Implement and monitor tasks as directed by the Executive Director, such as but not limited to organizing appointment calendar, screen visitors and telephone calls, make travel arrangements, answer routine correspondence, accumulate information for reply to request by correspondence and see through completion
- Assist office staff with answering the phone, receive all mail/deliveries, stamp, and distribute to proper Staff
- Type correspondence, reports, forms, contracts, bulletins, manuals, narratives, and documents which may require a familiarity with terminology relating to building design and/or construction terms
- Independently compose/type correspondence for the Executive Director from general instructions or marginal notes
- Gather and compute information for the Executive Director on special assignments, such as Legislative Reports, budgets and speeches
- Direct responsibility for the compilation and coordination of all Quarterly and Special Meetings
- Schedule Board Meetings/Conferences, contact Authority Members and other participants to set dates and time, reserve meeting facility, transportation for guests and/or speakers, take notes of meetings and complete minutes and distribute to Authority Members
- Maintain and organize office files, assure proper security measures are followed concerning confidential files and materials, maintain Executive Director's manuals, regulations, staffing patterns, etc.
- Assist in the planning and analyzing of office problems affecting operations, advise the Executive Director of current situations and make recommendation of viable solutions
- Receive and collect Freedom of Information requests and distribute in a prompt manner

EXPECTATIONS

- Knowledge of modern office procedures, practices and equipment
- Working knowledge of Microsoft Office – Word, Excel, Power Point and Outlook
- Knowledge of Agency Rules, Regulations and Procedures
- Maintain detailed records according to a prescribed format
- Retrieve and utilize information from multiple sources to complete assignments
- Compose correspondence dealing with routine inquiries regarding the services or procedures of the organization
- Plan, schedule assignments and work as a member of an administrative team
- Take efficient meeting minutes as well as transcribe the minutes and distribute
- Demonstrate the ability to work with the public in an effective and courteous manner and to maintain effective working relationships with superiors, subordinates, associates and others as well as the general public
- Demonstrate the ability to analyze operational procedures, compile a report of information gathered and recommend for review by the Executive Director and Staff
- Demonstrate the knowledge of WVBOE and SBA CEFPA Amendment requirements, the long range planning process

QUALIFICATIONS

- High School diploma or equivalent
- 7 years of full-time or equivalent part-time paid secretarial experience, two years of which should include administrative support or complex clerical duties
- Full-time study in an accredited college or university, related business or vocational school may be substituted through an established formula for the required experience outside the area of assignment
- Strong oral and written communications skills
- Dependability and personal initiative
- Ability to work under pressure and tight time lines
- Ability to organize and perform multiple assignments
- Strong sense of cooperation and hospitality
- Willingness to expand duties as necessary

PREFERRED

- Experience as an Executive Secretary
- Experience working with Legislative issues
- Experience with County and/or State Government operations