

Beaver Water District

Job Description

Job Title: Executive Administrator

Exempt: (Y/N): Yes
Date: March 2022

Department: Administration
Reports To: Chief Executive Officer

JOB SUMMARY

The Executive Administrator position assists and supports the Executive Management Team by providing administrative and secretarial support. This position plays a key role in ensuring that Chief Executive Officer (CEO) and Chief Operating Officer (COO) interactions with the public, Beaver Water District (the District) Board members, District staff, media representatives, and other District constituents are handled appropriately. The Executive Administrator position may be designated to supervise certain administrative support positions.

SUPERVISORY RESPONSIBILITIES

The Executive Administrator carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include involvement with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.

ESSENTIAL DUTIES & RESPONSIBILITIES *(include but are not limited to the following)*

- Beaver Water District supervisory positions require the employee to demonstrate leadership competencies by exhibiting appropriate role modeling and setting proper examples. In addition, all District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees (especially members, of his or her own team), and have regular and reliable attendance that is non-disruptive.
- Transcribe, compose, edit, and type correspondence for the CEO, COO, and other members of the Executive Management Team.
- **Maintain confidentiality of information at all times.**
- Provide administrative support, assistance, and scheduling for CEO, COO, and other members of the Executive Management Team, as directed by the CEO.
- Screen and direct incoming calls from both internal and external sources, handling executive mail processing, greeting visitors and outside vendors, and controlling access to executives based on schedules and parameters as outlined by the respective executives.
- Assist CEO and the COO in the management of their respective day-to-day activities, including but not limited to, entering and retrieving computer data, copying documents, sending and receiving faxes and emails, professional letters, memos, routine to complex forms, reports, policies and procedures, and electronic

communications using Microsoft Office, Teams, and other virtual platforms and applications and resources.

- Schedule and plan Board meetings of the District. Serves as liaison for the Board of Directors and the District. Responsibilities include but are not limited to: distribution of agenda and meeting materials, confirming, and tracking attendance, arranging meetings, ordering meals, and recording, transcribing, and maintaining meeting minutes as required.
- Manage Steele Croxton Memorial Scholarship Fund, on behalf of the District's Directors, and serve as liaison with the University of Arkansas Foundation.
- Plan, coordinate, and implement events for the District, as directed by the CEO.
- Analyze and audit current processes to look for ways to streamline and make more efficient as needed.
- Make any required travel arrangements, per executives' instructions and Beaver Water District policies and procedures, for District employees and Directors, as required.
- Maintain an appropriate filing system to ensure confidentiality protection, and future reference/access of all file correspondence and reports.
- Perform special projects as assigned by the CEO and/or COO.
- Conduct, compile, and present research for reports, projects, and presentations.
- Assist the CEO and COO with reconciling expense report expenditures, supply purchases, check request processing, accounts payable routing, and any other purchase/expense handling requirements.
- Administration Budgets
- Administration support as needed for conferences as needed.
- Travel as required.
- Complete other duties as assigned.

SECONDARY DUTIES AND RESPONSIBILITIES *(include the following)*

- Must be proficient in all Microsoft Office platforms, Microsoft Teams, and other productivity and communication applications.
- Must have the ability to design Power Point presentations and have knowledge of or the ability to learn design programs and software.
- Must have excellent communication skills with well thought out professional correspondence, free of grammatical errors.
- Must exhibit sound judgment and the ability to make reasonable decisions in the absence of direction.
- Must be organized, with the ability to perform multiple tasks with great attention to detail.
- Must have knowledge of general office duties (i.e., filing, faxing, and postage machine) and any other secondary duties as assigned.

MINIMUM QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential function and responsibility satisfactorily. The minimum qualifications required to perform the essential duties and responsibilities are listed below. Reasonable accommodations may

be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

EDUCATION:

- High School Diploma or equivalent required. Bachelor's Degree preferred. Associates Degree or two (2) years of college from an accredited four-year College or University or a two-year accredited Technical College is preferred. Specific training and/or certifications in Administrative Support, Executive Assistance, or Secretarial duties will receive preference.
- Any equivalent combination of education, experience, certifications, and training that provides the desired knowledge, skills, and abilities will be evaluated and considered.

EXPERIENCE:

- Must have thorough knowledge of executive assistant best practices and procedures. A minimum of three (3-5) years in an executive secretarial or administrative level position is preferred. Experience supporting multiple (at least two) executive level positions is preferred.
- Proficient in typing, highly proficient in the use of a personal computer and other related software programs such as word processing applications (i.e., Microsoft Word, WordPerfect), spreadsheet applications (i.e., Excel), presentation software applications (i.e., PowerPoint) Office 365, Teams, Publisher, and email applications (i.e., Microsoft Outlook).
- Must be able to effectively operate standard office equipment. Must have knowledge of Adobe and Microsoft Publisher and/or demonstrate the ability to learn the necessary application functionality is required.
- Excellent oral and written communications skills.
- Must be able to work under time pressure with interruptions and occasional tight deadlines to accomplish assigned responsibilities.
- Self-starter with the ability to perform assignments with a minimum amount of guidance and/or instruction. Must have a strong ability to prioritize tasks. Understands when to seek guidance and direction for resolving conflicting priorities.
- Position requires high degree of organizational skills and the ability to multi-task and work independently while meeting appropriate deadlines with attention to detail.
- Must have strong customer service skills, necessary to effectively work with other Executives, members of the Board of Directors, other Department staff, District employees, vendors, external customers, and others.

OTHER REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong working knowledge of governmental/municipal entities or quasi-governmental entities is preferred.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Driver's License

- Valid automobile insurance
- Must be able to successfully pass a pre-employment drug screen, and criminal background assessment

PHYSICAL DEMANDS

The physical demands described in the attachment to this job description entitled “Physical Demands of the Executive Administrator Essential Job Functions” are those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

MENTAL DEMANDS

Must be able to manage tasks and priorities, and complete job duties proficiently while adapting to changing demands and priorities. The employee must be able to work in a constant state of alertness and concentrate for long periods of time.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires working with highly sensitive and confidential Company and customer information. Performing this job in a discreet and professional manner requires alertness at all times. Any lapse in attention could have a significant financial impact on the Company and its customers.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

Most of the work required by this position is performed in the normal, indoor office environment. Occasionally the position may be exposed to the outside weather elements during times of picking up supplies, arranging meeting meals, and delivering packages.

The noise level in the normal office work environment is usually moderate.