

**CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION
POSITION DESCRIPTION**

Position: Executive Assistant
Reports to: Chief Executive Officer
FLSA status: Exempt
Pay Grade: 5

Position Purpose

Provides comprehensive administrative executive assistance to the Chief Executive Officer (CEO), Chief Operating Officer (COO) and Human Resources Director (HRD) for matters which require excellent judgment and high level discretion. Provides leadership necessary for the efficient and effective management of the administrative services staff. Responsible for independently working on projects that may require analytical skills. Performs complex administrative and general office duties of responsible and confidential nature.

Dimensions

The Executive Assistant works directly with the CEO, COO and HRD, on strategic management projects, which support the vision and mission of the organization. Project management may require analysis and implementation of fiscal procedures, programming administration and organizational development. The Executive Assistant must be skilled in the areas of general administrative duties, including typing of reports, grants, minutes, newsletters and other general correspondence. In addition, the Executive Assistant must be skilled in general data entry, utilizing a variety of computer software programs, answering phones and scheduling meetings and appointments for department staff. The Executive Assistant will serve as the secretary for the Regional Planning Commission, by organizing RPC meetings, creating minutes of these meetings and working with the CEO in communicating appropriate information to members of the Commission.

Principal Accountabilities

Provides administrative support to the CEO, COO and HRD for the development and implementation of senior level projects.

Conducts research and analysis for projects relating to organization development, program expansion, facility maintenance and community based initiatives.

Supports human resource management projects, which may entail talent acquisition, risk management, employee and labor relations, and workforce planning and employment.

Support and guide the administrative support staff to ensure effective telephone and mail communications both internally and externally.

Help manage the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.

Assists in negotiating the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.

Supervises the maintenance of office equipment, including copier, fax machine, etc.

Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.)

Participates as needed in special department projects.

As appropriate, answers client inquires and requests for services and refers clients to appropriate department.

Answers the telephone and takes messages or refers caller to appropriate employee or division.

Compiles statistical and other data and enters data into computer systems utilizing a variety of software programs.

Creates reports, minutes, letters, grant applications and other forms of correspondence.

Provides backup to the reception desk.

Other duties as required.

Professional Requirements

Bachelor's degree or equivalent experience.

At least four years of previous experience in office management.

Knowledge of modern office procedures and office equipment.

Excellent organizational skills and attention to detail.

Ability to establish and maintain good working relationships with staff and the public.

Ability to make routine mathematical computations, enter data accurately, communicate accurately and efficiently, and to present a good public relations image of the RPC to the community.

Excellent oral and written communication skills.

Ability to use email and MSWord, MS Excel, MS PowerPoint and the ability to learn project specific computer software programs.

Ability to develop a working knowledge of *Robert's Rules of Order*, the *IL Open Meetings Act*, the *IL Freedom of Information (FOIA) act* and the technical language required to take accurate meeting minutes.

02/18/14