

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

**Position Title:** Executive Assistant

**Reports To:** Director of Workforce Development

**Supervises:** None

**FLSA Status:** Exempt

**Pay Grade:** 5

### **General Duties:**

The Executive Assistant works directly with the Director of Workforce Development (DWD) and the Workforce Development Program Manager on strategic management projects, which support the vision and mission RPC's Workforce Development Division (WDD). This position provides comprehensive administrative executive assistance to the Director of Workforce Development (DWD) for matters that require excellent judgment and high-level discretion. The Executive Assistant must be skilled in the areas of general administrative duties, including typing of reports, recording minutes, creating 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 the DWD. Must be willing to become a subject matter expert on board administration and take on a facilitating role for annual special projects.

### **Specific Duties and Responsibilities:**

- Takes the lead on gathering information and creating reports for various governing boards (WIB, CEO, and Consortium).
- Provides the 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.
- Supports the Workforce Development Program Manager by being aware of monthly fiscal obligations, assisting with applicable reports, and supporting site operations.
- Supports the Workforce Development Program Manager by helping plan annual events around national awareness topics, such as Black History Month and Hispanic Heritage Month.
- Supports the Workforce Development Program Manager by helping plan annual events around national workforce development topics, such as Manufacturer's month and Workforce Development Professionals month.
- Assist the Workforce Development Program Manager with a variety of quarterly and annual reports.
- Project management may require analysis and implementation of fiscal procedures, programming administration and organizational development.
- Serve as the secretary for LWIA 17, by organizing LWIA meetings, creating minutes of these meetings and working with the Director of Workforce Development in communicating appropriate information to members of community boards.
- Provides administrative support to the Workforce Development Director and Workforce Development Program Manager for the development and implementation of senior level projects.
- Conducts research and analysis for projects relating to organization development, program expansion, facility maintenance, Americans with Disability Act and anti-discrimination compliance and community-based initiatives.
- Support and guide the administrative support staff to ensure effective mail, telephone and email 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.
- Coordinates 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 stakeholder inquires and requests for services and refers stakeholders to appropriate contact.
- 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.
- Coordinates the Director of Workforce Development's calendar.
- Other duties as required.

## Required Knowledge, Skills, Characteristics and Abilities:

- Bachelor's degree preferred 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.

## Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Enter data accurately into multiple systems
- Communicate effectively and professionally with clients, coworkers, and stakeholders
- Manage multiple projects and to deliver outcomes that positively impact the needs of the WIOA program.
- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to travel to meetings, training, service delivery, and other worksites as required to meet program needs.

## Competencies:

- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.

- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience. Presents ideas and facts clearly and effectively in writing, and minimizes or avoids spelling and grammatical errors.
- **Composure:** Conveys a positive image of him/herself, his/her team, and the company effectively. Understands how tone of voice, word usage, eye contact, and body language affects others' perception of him/her.
- **Customer Focus:** Convergence of product awareness, attitude, efficiency, and problem solving in a way that adds value to the team, role or organization. Satisfies expectations and requirements from both internal external stakeholders. Identifies customer needs and is able to provide solutions or answers to problems.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Delegation Skills:** Allocates decision-making and responsibilities to the clerical staff appropriately. Is able to maximize individual and organizational efficiency.
- **Effectiveness:** Ability to organize work process in such a way to "get the job done" using proper tools and support, and leveraging management, peers, and team members. Completing work that has been outline in an effective manner, which includes being done in a timely fashion to meet deadlines, and in a manner, that fulfills all requirements of the work.
- **Efficiency:** Able to achieve maximum productivity with minimum wasted effort or expense.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Motivation to Succeed:** The ability to stimulate interest and enthusiasm in others in a way that benefits the organization; creates a work environment that inspires people to do their best. The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.

- **Planning:** Assists in the formulation of both long-term and short-term strategies, projects and procedures by either actively participating in the planning process or by providing substantive input or data. Able to assess the actions, time and resources needed.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Professionalism:** Demonstrates a high-level of professional etiquette with internal and external stakeholders. Maintains tact in addressing difficult, awkward or conflicting situations. Displays consistent poise in all facets of his/her work.
- **Project Management:** The practice of initiating, planning, executing, controlling, and closing the [work](#) of a [team](#) to achieve specific goals and meet specific success criteria at the specified time.
- **Quality of Work:** Demonstrates a commitment to accuracy and thoroughness, and is fully committed to excellence in all phases of his/her job. Identifies and resolves mistakes, errors or omissions quickly and thoroughly.
- **Quantity of Work:** Achieves maximum productivity. Is effective in using time wisely and allocating tasks to ensure that all work is completed in a timely manner.
- **Respect for Diversity:** Manages all kinds and classes of people equitably and inclusively. Respects diverse perspectives. Supports equal and fair treatment and opportunity for all.
- **Resource Management:** Ability to effectively manage all resources, such as time-required to achieve organizational goals and business results.
- **Supervision:** Oversees the clerical staff and work processes to ensure an efficient and productive work environment.
- **Team Work:** Provides assistance, information or other support for the team to build or maintain relationships with them. Works well with other team members and does not contribute to unproductive group conflict.
- **Technology:** Comfortable using technology to accomplish tasks including adapting to new technology to optimize performance.
- **Time Management:** The process of [planning](#) and exercising [conscious](#) control of time spent on specific activities, especially to increase [effectiveness](#), [efficiency](#), and [productivity](#). It involves a juggling act of various demands with the finiteness of time.

## Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work.
- Evening and weekend availability required as needs of the program dictate.

## Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

Revision Date: 9/2/20