



<https://www.mccfl.org/job/executive-assistant/>

## Executive Assistant

### Description

#### **General Statement of Responsibilities:**

The Executive Assistant performs a variety of complex and confidential senior-level administrative work to support the functions of the Executive Director, the Tri-County Board, and the Management Team. The work involves use of independent judgment, discretion and initiative within the scope of duties, and it requires the polished communication skills necessary to deal with a variety of routine and non-routine situations in representing the Executive Director's Office.

### Responsibilities

**Essential Responsibilities of the Classification:** *The following list represents the essential responsibilities of the position. Other duties may be assigned.*

- Perform administrative functions with increasing latitude for independent judgment and action. Screen and triage requests for meetings with the Executive Director; manage Agency administrative records; compose and assemble letters, memos, documents and reports; manage Executive Director and Deputy Director calendars.
- Prepare and maintain Agency contracts. Establish and maintain a tickler and tracking system; make necessary contacts, follow-up to ensure timely notification. Prepare contracts for review and signature; distribute contracts as necessary; maintain all associated records.
- Organize and prepare meetings for the Executive Director and Deputy Director. Contact and confirm participants; arrange meeting logistics; prepare agendas; prepare minutes or other reports as required; maintain all associated records.
- Provide administrative support to the following boards: Tri-County Mental Health Board, Prevention & Treatment Advisory Board (PTAB), and other boards and teams as assigned by the director. Prepare Board packets; prepare and advertise public meeting notices as required; arrange meeting logistics; prepare and distribute minutes; maintain all associated records.
- Maintain Executive Director's files and record system. Develop and monitor tracking system for staff work assignments made by Executive Director.
- Provide administrative support for audits. Assemble requested materials prior to audit; arrange logistics for auditors. Develop and execute special projects, as assigned.
- Respond to information inquiries from staff, clients or general public seeking information about the agency.
- Provide administrative support to other departments, as assigned; provide occasional back-up for office support staff including reception and telephone duties.
- Regular and reliable attendance; professional communication; maintaining confidentiality.

### Qualifications

#### **Job Specifications:**

### Hiring organization

MCCFL

### Employment Type

Full-time

### Job Location

1060 Webber, 97058, The Dalles

### Base Salary

\$ 25.71 - \$ 28.35

### Date posted

August 22, 2022

Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- High school diploma or GED required; preference for an associate's degree with a business focus;
- Three (03) years of responsible, senior-level experience providing administrative support to an executive or manager.
- Must possess a valid Oregon or Washington Driver's License, maintain an acceptable driving record and be insurable for travel between business offices and community locations for meetings and/or trainings.
- Must pass all criminal history check requirements as required by ORS 181.536-181.537 and in accordance with OAR 407-007-0200 to 407-007-0370.