

JOB DESCRIPTION – *Executive Assistant*

DEFINITION

The Executive Assistant provides confidential, high-level administrative and governance support to the President/CEO, Board of Directors, and Board committees. This position coordinates executive communications, records, schedules, board materials, meeting preparation, and special projects to support effective management, informed decision-making, and efficient District operations.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the President/CEO.
Exercises no supervision.

ESSENTIAL FUNCTIONS

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- 1) Assembles Boardroom for monthly Board of Directors meetings, prepares meeting agenda and informational packet supporting the agenda. Oversees an electronic voting system and generates minutes of the monthly or any special meeting of the Board of Directors. Adheres to State Statutes and District By-Laws regarding Board and Board Committee matters including public notification and advance distribution of materials before meetings in electronic format.
- 2) Insures all election requirements by the Nebraska Secretary of State are continuously met for the District and for candidates for Board of Directors during each election calendar year.
- 3) Maintains, updates and distributes the District Safety Manual, Rate Book, Employee Handbook, Board of Director Policies, Union Agreement Manual, District By-Laws and the District Service Regulations manual.
- 4) Assists the President/CEO with daily administrative duties and completes a broad variety of administrative tasks including preparing correspondence of a confidential nature, screens calls, preparing documents and reports for Board and staff meetings, coordinating calendars and appointments. Will arrange travel plans and registrations for meetings, conferences and trainings for CEO, Board of Directors and staff.
- 5) Communicates directly, and on behalf of the President/CEO, with the District's Board of Directors related to Board meetings and CEO initiatives. Maintains discretion and confidentiality in relationships with Board members.
- 6) Maintains an organized filing system, complex schedules, coordinate meetings, management of District calendar, coordinates meetings and arranging meals.
- 7) Orders office supplies for the general office.
- 8) Responsible for maintaining and organizing the District's S.I.D. file and up-to-date records.
- 9) Attends all Department Manager, Safety Council and Leadership Team meetings, preparing information packets and generates agendas and meeting minutes when requested.
- 10) Responsible for managing workers' compensation claims from initial filing through final resolution.
- 11) Provides administrative support to other Departments to accomplish key tasks and company initiatives at the direction of the CEO.
- 12) Other duties as assigned.

QUALIFICATIONS AND SKILLS

- Strong command of office Microsoft Office, Word, Excel, PowerPoint, Acrobat and knowledge of Microsoft Teams.
- Excellent verbal and written communication skills in person or phone communication.
- Maintain a strict level of confidentiality.
- Develop and sustain a level of professionalism among Directors, Staff and Customers.
- Perform multiple tasks with excellent attention to detail and problem solving.
- Maintain strong organizational skills to manage simultaneous critical processes and deadlines.

EXPERIENCE AND TRAINING GUIDELINES

- High school diploma or equivalent required. An associate degree in business administration or related field is preferred. 3-5 years of administrative or executive assistant experience may be considered as a substitute for education.
- Must possess a valid driver's license.
- Perform notary public duties for the District when necessary.

PHYSICAL REQUIREMENTS

Activity:

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|---------------------------|------------|
| • Sitting | Frequent |
| • Standing | Frequent |
| • Walking | Moderate |
| • Reaching | Frequent |
| • Climbing | Occasional |
| • Lifting (up to 20 lbs.) | Occasional |

Compensation: Highly competitive wage and benefit package, including health insurance, HSA contribution, RS Plan and generous vacation package.

To Apply: Interested candidates should send a resume to hr@southernpd.net.
