

JOB DESCRIPTION

Position: Executive Administrative Assistant
Reports To: Executive Director
FLSA Status: Non- Exempt
Last updated: 12/6/2023



Core Values: Ethics, Professionalism, Encouragement, Innovation

Position Summary:

Provides a wide variety of administrative support duties to the Executive Director, Human Resources and Management team as well as oversee facility maintenance. Responsibilities include screening calls; administrative support to the Jeffcom Board of Directors for meetings; managing calendars; making travel, meeting and event arrangements; preparing reports; customer relations; payroll; coordination of facility maintenance and office management related duties. Sensitivity to confidential matters required.

Supervision Received:

Works under the general supervision of the Executive Director.

Supervision Exercised:

None.

Essential Duties, Functions and Responsibilities

(The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

- Responsible for coordinating emergency and routine repairs and for scheduling preventative maintenance on all facility systems and equipment including: HVAC systems; electrical systems; power generators; exhaust systems; gas powered and electrical landscaping equipment; irrigation systems; kitchen and laundry appliances; building structures including roofs, gutters, doors, drywall, and painting.
- Receives and evaluates repair requests from personnel to coordinate repair service.
- Maintains detailed records on all facilities including repair records, preventative maintenance schedules, and cost of repair.
- Coordinate services for on-call emergency maintenance as required.
- Responsible for scheduling all inspections and ensuring all inspections are current and compliant with relevant codes and standards. Performs or coordinates other related maintenance tasks as assigned.

- Answer telephone, including main number for Jeffcom, and provide information to callers and/or route call to appropriate officials.
- Greet and welcome citizens, vendors, contractors, and guests, including escorting them to conference rooms or on tours of the facility; read and route incoming mail; locate and attach appropriate files to correspondence to be answered by Executive Director or designee; prepare outgoing mail.
- Manage files and records related to the Executive Director's office, Human Resources and Jeffcom including, but not limited to, personnel files, contracts, agreements, certificates of liability insurance, legal documents, resolutions, policies, procedures, and Board meeting agendas and minutes, etc.
- Maintain contact information for vendors and consultants.
- Coordinate and make travel arrangements for assigned staff including managing conference and seminar registrations when needed; maintain appointment schedules and calendars; arrange meetings, conferences, and civic functions as necessary.
- Provide support for Jeffcom Board of Directors' meetings, including: scheduling the meeting room; sending and updating calendar invites to appropriate parties; gathering agenda items, supporting documentation, contracts, reports, etc.; preparing and sending out Board packets; printing documents for meetings, including flagging documents requiring signature; posting notices of meetings and agendas in compliance with Colorado laws and applicable Board policies. Day of meeting responsibilities include room set-up (such as laptop, projection, recorder, water/coffee for guests); taking minutes, gathering signatures on approved documentation, and sending out approved documents to appropriate parties after approval.
- Interact with employees, Jeffcom Board, vendors, applicants, and citizens in a positive and professional manner.
- Respond to sensitive requests for information and assistance in a timely and professional manner; resolve citizen concerns and complaints; refer inquiries to appropriate personnel; employment verifications
- Composes, types, and/or edits a variety of correspondence, reports, memoranda, and other material that requires good judgment as to content, accuracy and completeness. Independently responds to letters and general correspondence of a routine nature. Prepares formal letters of commendation, medals, citations, and citizen citations.
- Process invoices for payment, including gaining approval signature(s) as appropriate. Work with accounting vendor to ensure accounts payable, accounts receivable, financial reports, and other financial information is processed. Provide assistance with budget preparation and reconciliation.
- Assist in processing bi-weekly payroll and reporting.

- Assist in preparation of monthly, quarterly and annual employee status changes and reports.
- Assist Human Resources with processing of new hires and separations; maintain systems.
- Assist with new hire orientation.
- Work with Jeffcom's legal counsel to maintain contracts, certificates of liability, agreements, and any other legal and/or contractual documents.
- Order and maintain supplies and essentials, other purchasing as needed.
- Run errands as requested for Jeffcom-related business.
- Maintain professional and effective written and verbal communication skills at all times.
- Consistently provide excellent customer service to all citizens, emergency responders, member and user agencies, vendors, consultants and co-workers.
- Maintain, at all times, confidentiality for our citizens, emergency responders, and employees, including Protected Health Information ("PHI") as defined under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in a sensitive, information-rich environment.
- Promote a positive, professional image of Jeffcom at all times.
- Participate in public education events as scheduled.
- Complete job-related trainings, continuing education and certifications to maintain and expand skills and knowledge as assigned and required.
- Perform multiple tasks simultaneously while remaining detail-oriented.
- Follow complex verbal and written instructions. Read, interpret, understand and apply complex documents such as policy and procedure manuals.
- Assist with record retention including scanning, cataloging and purging personnel records, background records and other information as needed.
- Prepare and proofread routine reports, business letters, and correspondence.
- Communicate with others and assimilate and understand information consistent with the essential job functions.
- Make sound decisions in a manner consistent with the "Essential Duties, Functions and Responsibilities".

- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
- Maintain regular, predictable and punctual attendance.
- Work in excess of 40 hours in a work week, as required, including evenings, holidays and weekends, as needed.
- Remain calm and effective during periods of heavy workloads, exercise good judgment, prioritize projects, and obtain and act on information quickly and accurately.
- Work cooperatively with vendors, emergency responders, member and user agencies, and co-workers.
- Effectively present information in one-on-one and small group situations to citizens, customers, and other employees.
- Perform any additional duties as assigned.

Minimum Education, Experience, License and Certification Requirements:

- High school diploma or equivalent is required. Two or more years of college is preferred.
- Minimum of 5 years of complex administrative support experience required, including dealing with confidential information. Equivalent combination of education and experience may be substituted for or eliminate some requirements.
- Knowledge of payroll, HRIS and recruiting software preferred.
- Related HR Certification preferred.
- Must possess excellent written and verbal communication skills. Proficient in English usage, spelling, grammar, and punctuation.
- Experience with grant writing at the government level preferred.
- Must have excellent interpersonal skills and the ability to work well with all levels of internal management and staff, outside clients and vendors.
- Intermediate to advanced experience with Microsoft Office (Word, Excel, Outlook, PowerPoint); intermediate to advanced computer skills; minimum typing speed of 50 WPM.
- Ability to obtain CCIC/NCIC certification within six months of accepting position. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.

Physical Demands:

Lifting and Carrying:

Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.

Body Positions: This position will involve sedentary, administrative work in an office environment. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.

Vision and Hearing: Use of sensory activities, such as talking, seeing, and hearing, will be required frequently. Position requires close vision and the ability to adjust focus.

Mental Requirements:

Information Retention:

Must be able to read, remember and use policies, procedures, criminal laws and ordinances that apply to the position.

Language Ability:

Must be able to speak English clearly and concisely to communicate with callers, emergency responders, and co-workers.

Reasoning:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems with good judgment and decision-making skills.

Work Environment and General Information:

Work in a typical office environment with moderate noise level; some work may be done in the emergency communications center with other staff speaking on phones and radios, with moderate to loud noise levels. Work involves contact with other public jurisdictions and members of private industry. Contact with employees in work unit and in other departments. Work under general supervision with supervisor available to resolve unusual or complex work problems.

ADA Compliance Statement:

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact the Human Resources Manager.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.


Executive Director 12-7-2023
Date


Human Resources 12/7/2023
Date

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the HR Manager.

Employee Signature

Print Name

Date