

# **Southern Ohio Council of Governments**

## **POSITION DESCRIPTION**

**Title: Executive Assistant**

**Requirements:**

High School Diploma. Experience preferred in at least two fields of the position description. Excellent written and oral communication skills. Ability to work in a fast-paced, team-oriented environment. Ability to analyze and edit written documents.

**Duties:**

Perform administrative duties in support of the SOCOG Board; Prepare and maintain monthly board agenda and packets; Track, plan and make recommendations to the Executive Director regarding Board agenda items; Schedule board meeting rooms, speakers and necessities for meeting; send board meeting reminders, collect RSVPs, advise on quorum; and assure notices are posted in compliance with the Open Meetings Act; Attend and support Board and Executive Director during board and committee Meetings; Maintain board records, meeting minutes, roll call, and maintaining and updating Board Member contact information.

Perform general office management duties to ensure office runs efficiently; Answer general telephone line, route calls and/messages as needed; Take outgoing mail to the post office; Monitor the office supplies inventory; Order supplies as needed.

Perform administrative duties in support of the Executive Director including organization, receiving calls and routing messages, scheduling, typing, proofreading, and filing; Preparation for various meetings, staff development, projects, reports, etc.; Assist with copies, filing, faxing, and making phone calls, drafting correspondence, distributing information, scheduling meetings, appointments or interviews and other tasks as requested; Assist Executive Director with research and the preparation of policies and procedures for approval.

Maintain timekeeping system and SOCOG leave records; Enter new employees into timekeeping system; Monitor entries for accuracy; Coordinate with employee supervisors to resolve issues; process employee leave requests, maintain accurate records of employee leave accumulation/usage and distribute quarterly leave statements. Prepare payroll for Business Manager.

Assist Executive Director in personnel matters including employee recruitment, selection, onboarding, evaluations, and exit; maintain accurate and updated personnel records; developing and maintain position descriptions; developments of new positions; employment verification forms and annual income tax letters; and research, development, and recommendations for policies for board approval.

Coordination of employee benefits including applicable insurances (medical, dental, vision, life, AFLAC, BWC), Ohio Public Employees Retirement, and Deferred compensation; Act as a liaison between benefit provider and SOCOG; Assist employees to enroll in eligible benefits and resolve issues; Liaison between benefit provider and SOCOG or employee.

Monitor and update SOCOG website; Coordinates/distributes biannual newsletter; Assures position, coordinated, and effective relations with staff, agencies, county board personnel, service recipients, providers, parents and the public; Maintains an attitudes and conduct of appropriate social and moral behavior of a professional public servant.

Receives, logs and processes all applications for certification for Executive Director approval; Maintains knowledge of certification requirements and provides technical assistance to applicants as needed.

Coordinates special events & training; schedules location, confirms speaker and speaker needs, applies for CEU approval, advertises, registers attendees, prints certificates of attendance, takes payment and issues receipts.

Coordinate and support advocacy functions and provide suggestions and recommendations on advocacy related activities. This includes creating opportunities for individuals served to learn about self-determination and leadership.

In the event of an extended absence or emergency absence of the Executive Director, will assist the Business Manager and assume the responsibilities as delineated in the Executive Director Extended Absences procedure.

Performs related duties as required; The foregoing is not intended to represent an exclusive listing of job duties and worker characteristics included with the position. Other duties and worker characteristics may be required which serve to meet the Boards operational and program objectives.

**Supervisor:** Executive Director

**Work time:** Monday through Friday (40 hours per week/ flexible)

**Other:** Drug screen required upon offer of employment.

Approved by SOCOG board: January 4, 2024