



**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Executive Assistant	<b>Employee Group</b>	Non-represented
<b>Functional Job Family</b>	Administrative Support	<b>Job Code</b>	8045
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Exempt - Administrative or Executive/Supervisory <input type="checkbox"/> Non-Exempt	<b>Pay Range</b>	322
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	March 2007 April 2010 January 2012

**DESCRIPTION**

Provide complex, confidential, executive support to the venue director and other managers. Provide administrative support to a variety of committees and meetings for administrative departments. Provide lead direction to other administrative support positions within the agency to ensure coordination across facilities.

**DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

1. Provides administrative support by coordinating and implementing daily tasks, travel arrangements, calendar schedule, meeting coordination, correspondence, reports, and research.
2. Provides administrative support for various public and committee meetings by preparing agendas and meeting materials, scheduling and coordinating meeting room setup, and preparing and distributing meeting minutes.
3. Collects and compiles facility budget materials; monitors administration of appropriate budget controls.
4. Performs research projects or other special projects, including taking leadership role on committees, as assigned.
5. Exercises initiative in identifying and managing own work; arranges for support from other departments as necessary.
6. Exercises independent judgment in a variety of complex administrative support functions that are sensitive in nature and require the incumbent to reflect the executive's style and agency policy.



7. Coordinate and guide the work of clerical and administrative positions; coordinate staff training, monitor workload and resolve deadline priorities.
8. Initiate and lead the administrative process, procedures, and program improvement teams.

### **Secondary Functions**

1. Prepare and code monthly expense reports.
2. Coordinate agency payroll timekeeping signoffs.
3. Order and maintain department office and kitchen supplies and equipment; review and streamline office equipment procedures and office space.
4. Other duties which may be necessary or desirable to support the agency's success.

### **SUPERVISION EXERCISED**

This position may function as a first-line supervisor, ensuring that subordinate staff have clear work direction and guidance. The incumbent is responsible to carry out the full spectrum of supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **JOB SPECIFICATIONS**

#### **Education/Certificates, Licenses, and Registrations and Experience**

- A minimum of four (4) years experience in a administrative assistant or executive assistant position, and
- A High School Diploma or GED, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties
- May be required to obtain a current and valid Oregon Notary Public Certification

#### **Knowledge, Skills and Abilities**

- Administrative and clerical procedures and systems such as word processing, file management and record keeping at an advanced level
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar at a professional level
- Oregon public meeting and public records laws
- Writing, analytical and organizational skills at an advanced level
- Windows-based programs, such as Outlook, Word, Excel and PowerPoint at an advanced level
- Prioritize and multi-task; must be organized and flexible to change course of work/projects as circumstances dictate
- Draft complex correspondence or reports from verbal instructions



- Establish and maintain effective, cooperative working relationships with those contacted in the course of work
- Discretely and effectively handle information of a confidential or sensitive nature
- Work effectively with information management systems, and adapt quickly to system changes and updates
- Communicate clearly and concisely, both orally and in writing
- Work various hours, including evening, weekends, and holidays

**PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist.
- Frequently required to reach with hands and arms.
- Occasionally required to stoop, bend and kneel; stand and/or walk for extended periods of time; lift, push, pull and/or carry objects up to 10 pounds.

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

_____	_____
MERC General Manager	Date
_____	_____
MERC Human Resources Manager	Date