



## POSITION DESCRIPTION

<b>CLASS TITLE:</b> EXECUTIVE ASSISTANT	<b>CLASS CODE:</b> AD10
<b>DEPARTMENT:</b> Administration	<b>PAY GRADE:</b> 57
<b>REPORTS TO:</b> Assistant District Manager	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	<b>REVISED:</b> N/A

**POSITION SUMMARY:** This position will provide executive-level administrative duties to the Assistant District Manager, while ensuring the strictest level of confidentiality and safekeeping of District, Commission and employee information. This position also supports human resources functions, website management and other administrative services as assigned. Requires regular and reliable in-person attendance at work and public meetings.

This position is designated as Non-Essential in the event JIPSD's Emergency Operation Plan is activated.

### **ESSENTIAL FUNCTIONS:**

Executive Assistant to the Assistant District Manager

- Provides administrative support to the Assistant District Manager, including but not limited to ensuring confidentiality as appropriate, accuracy of the management reports, meeting minutes, executive messages, presentations and correspondences
- Maintains confidentiality of work-related issues and JIPSD information; keeps departments, Commissioners, and partner agencies informed of important JIPSD upcoming dates
- Assists in the decision making processes, analyzes internal processes, recommends and implements internal procedure or policy changes to improve administrative efficiency as directed by the Assistant District Manager.
- Assists in the planning and implementation of the JIPSD annual budget and strategic planning process
- Serves as liaison with departments for public inquiries and data requests; serves as liaison with external organizations including the Town of James Island, City of Charleston, Charleston County, Charleston Water System, City of Folly Beach, etc. Provides direction on the JIPSD informational sign
- Serves as liaison with departments and the contracted JIPSD Social Media Content Manager
- Assists with the management of the Freedom of Information Act (FOIA) requests and responses

#### Assistant Clerk to the Commission

- Attends all public and Commission meetings for the purpose of recording and finalizing minutes for distribution
- Prepares documents for public meetings, including but not limited to, preparing minutes, agendas, resolutions, and ordinances; responsible for maintaining and safeguarding the minutes and audio and video recordings, and understanding parliamentary procedures and rules
- Provides and assists in providing Commission members with information requested to ensure a timely response
- Register and make travel plan arrangements for meetings and conferences

#### Provide Support to HR Analyst

- Support the recruitment, selection, pre-employment, orientation and onboarding process
- Assists in processing and administering the electronic system for human resource management
- Assist in processing FMLA documents and other human resources duties as assigned

#### Manages Records Retention & Destruction Program

- Manages the records retention program to ensure departments are following federal/state laws as well as JIPSD policies, procedures, or standard operating guidelines
- Other duties as assigned

#### **MARGINAL FUNCTIONS:**

May be required to work during emergencies as directed.

Attends, takes, transcribes notes at other meetings, as assigned.

Performs other duties as assigned.

#### **EQUIPMENT:**

Motor vehicle, calculator, personal computer, servers, printer, software, copy machine, telephone, tape recorder, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, data binders, ledgers, rulers, pens, and pencils.

#### **WORKING CONDITIONS:**

Works in an office environment with little exposure to noise, dust, heat, cold, rain and other inclement weather conditions. Periods of heavy workload in which multi-tasking is required. Long periods at assigned desk and long periods in front of a computer monitor.

#### **HAZARDS:**

None

**PHYSICAL DEMANDS CATEGORY:**

**LIGHT.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 20 lbs., frequent lifts up to 10 lbs., negligible constant lifts, and a MET level of between 2.2 to 3.5.

**This is not a Work from Home Position - The incumbent must be able to perform duties on-site – on-going work- from-home is not an option.**

**PHYSICAL JOB DEMANDS:**

	Not Required	Infrequent	<i>Occasional</i>	Frequent	Constant
		Not on Daily basis	0-33% of shift, 1-100 repetitions	33-66% of shift, 100-500 repetitions	67-100% of shift, 500+ repetitions
<b>Standing</b>			X		
<b>Walking</b>			X		
<b>Lifting</b>		20#			
<b>Carrying</b>		20#			
<b>Push/Pull</b>	negligible				
<b>Climbing</b>		X			
<b>Balancing</b>		X			
<b>Bending</b>			X		
<b>Kneeling</b>		X			
<b>Crawling</b>		X			
<b>Reaching</b>				X	
<b>Handling</b>				X	
<b>Squatting</b>			X		
<b>Sitting</b>					X

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent organizational and communication skills (oral and written)
- Knowledge of secretarial and clerical procedures and techniques
- Excellent attention to detail with the ability to work under pressure with multiple and shifting priorities to meet deadlines
- Ability to establish and maintain effective, professional, and respectful working relationships with superiors, colleagues, and the public at all times
- Knowledge of Federal, State, and JIPSD policies on record retention
- Proficient in use of Microsoft Office products and Adobe PDF
- Organizational skills in file management
- Knowledge of Roberts Rules of Order
- Knowledge of SC Freedom of Information Act (FOIA)

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Bachelor's degree in management or other closely related field plus two (2) years relevant experience required; or relevant Associate's Degree plus five (5) years relevant experience. Must possess a valid SC Driver's license.

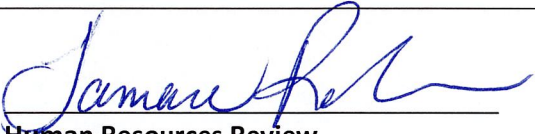


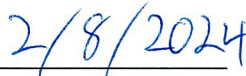
**Position incumbent must have successfully completed and possess all of the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so will result in termination of employment:**

- NIMS 100PWb
- NIMS 700
- NIMS 800

**NOTES:**

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All employees entering into this position title on or after the Revised Date above, will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

**MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

 Human Resources Review	 Date
 DISTRICT MANAGER'S APPROVAL	 Date

I certify that I have received a copy of this Position Description:

\_\_\_\_\_  
Employee's Name - Please Print Legibly

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.*