



POSITION DESCRIPTION

Senior and Disability Services Executive Assistant

Executive Assistant

EMPLOYEE NAME: _____

Position Title: Executive Assistant, Senior & Disability Services

Classification/Salary Range: Executive Assistant / SDS MgrConf Range 18

Division/Unit: Senior and Disability Services / Director's Office

Supervisor: S&DS Division Director

FLSA Status: Non-Exempt, Overtime-eligible

Representation: None

Position Location: Schaefers Building, 1015 Willamette, Eugene, OR, or S&DS satellite offices, and in-home, at facilities, or other locations as needed

Position Purpose

The purpose of this position is to provide collective bargaining support, administrative support on executive and confidential matters, and project management support to the S&DS Executive Leadership Team including Contract Manager, Program Managers, and Division Director.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

Primary function is to provide collective bargaining support, administrative support on executive and confidential matters, and project management support to the S&DS Executive Leadership Team including Contract Manager, Program Managers, and Division Director.

Provides confidential administrative support, coordination, and scheduling for management team during collective bargaining processes and negotiations.

Responsible for administrative procurement cards and maintaining accurate forms and compliance with procurement card check-out and monitoring processes.

Responsible for production of division training packets/binders, scheduling and organization support of training, meeting rooms and needs.

Provides Division Director support for special requests.

Responsible for ordering and scheduling delivery or pickup of catering, as needed for meetings, trainings, and orientations.

Maintains and updates files, records, and logs on computerized and manual record keeping systems.

Assists in coordinating, managing, and tracking projects and/or programs as directed.

Completes research projects as assigned.

Schedules appointments and meetings and reserves conference rooms as requested. Maintains accurate email lists.

Creates, compiles, and distributes forms, correspondence, reports, contracts, memoranda, statistics, notices, and other documents.

Coordinates document management with the LCOG minutes recorder for S&DS. Posts minutes, to-do lists, and other documents in appropriate directories and manages the to-do lists.

Supports completion and tracking of regularly recurring reports; compiles data from varied sources and makes summary reports as required. May involve routine mathematical calculations and tabulations in accordance with established methods.

Provides administrative support for emergency management matters, gathering relevant data & updates, help tracking communications, helping put together instructions/ call scripts to support a coordinated response to urgent matters as they arise.

Support Quality Assurance initiatives. Help with tracking QA objectives,

timelines, and compliance.

Other duties as assigned.

Other Duties of Position

Commitment to working effectively and collaboratively with colleagues, members of the public, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Must be able to exercise a high level of confidentiality due to the sensitive nature of the information to which this position is privy on a regular basis.

Regular and on-time attendance.

Minimum Qualifications

Three years of relevant work experience, or any combination of education and experience that provides the applicant with the knowledge, skill, and abilities required to perform the job duties listed. Bachelor's degree desired but not required.

Knowledge of and skill with Microsoft Excel, Word, and Outlook, and virtual conferencing platforms such as MS TEAMS and Zoom.

Valid Oregon driver's license.

Passing a background check is required for this position.

Knowledge, Skills & Abilities

Excellent written and oral communication skills. Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to think creatively and respond to a changing environment.

Ability to meet deadlines in a fast-paced environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to communicate effectively with other employees, public, and community partners using courtesy and good judgement.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to work with multiple task supervisors.

Ability to organize, plan, and coordinate multiple tasks and projects with attention to detail and accuracy; handle multiple interruptions; and maintain focus on tasks and produce accurate work.

Signatures

Employee signature and date _____

Manager signature and date _____

Human Resources signature and date _____

10/19/21