



## JOB DESCRIPTION

Job Title: Executive Administrative Assistant	Date Created: 06/11/2018
Department: Executive	Date Revised: 08/01/2024
Division:	Salary: \$51,475.00 - \$71,818.00
Grade: 22	FLSA: Exempt

**Summary of Duties:** The Executive Administrative Assistant (EA) provides advanced administrative support to Executive office; handles sensitive and confidential issues; coordinates meetings and calendars for NTECC leadership and administration team. Demonstrates a strong leadership presence that promotes the NTECC mission, vision, and strategic plans. This position works with considerable independence under the direction of the Executive Director and collaborates with management personnel.

### Essential Job Functions:

- Manages the Executive Director's calendar; schedules, changes, and cancels appointments and meetings; coordinates available times with additional calendars; assists with making travel arrangements as requested.
- Assists in the coordinating of employee recognition efforts and awards.
- Assists with the set-up, break down, and coordination of meetings and events, which includes but is not limited to ordering and shopping for supplies and moving tables and chairs.
- Creates a variety of written business documents, which may include memorandums, applications, brochures, letters, agreements, flyers, newsletters, greeting cards, and/or other related items.
- Prepares agendas for Board meetings; organizes packets utilizing agenda memos and supporting documents; following State of Texas Open Meetings Act and NTECC established policies.
- Transcribes Board meeting and Operations Advisory Committee meeting minutes; records specific motions and other required information in accordance with Texas Open Meetings Act regulations; prints minutes and obtains appropriate signatures; files any resolutions or other required paperwork.
- Serves as primary contact for facility maintenance needs and contacts landlord and outside vendors as needed; manages outside vendor services; arranges for a variety of facility services and repairs for the Communications Center, including management of daily janitorial services; follows-up with vendors on all orders, deliveries, and/or services, as directed by management.
- Maintains office supplies by monitoring inventory; requests approval, orders and distributes materials.
- Requests badges through appropriate portal for all new employees; disables badge access for employees separated from the center.
- Supports the NTECC culture by assisting co-workers as needed with guidance and training.
- Supports the relationship between the NTECC and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and NTECC staff.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.
- Maintains the integrity, professionalism, values, and goals of the NTECC by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Punctual and regular attendance to work; able to work in a 24/7 work environment (weekends, holidays, inclement weather) and any shift (day or night).
- Performs other duties as assigned.

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. All listed qualifications, skills, knowledge, and abilities are considered essential and required.*

## **Knowledge and Skills:**

- Ability to work with a diverse team.
- Ability to address multiple demands simultaneously; prioritize work and responding to difficult situations under stress of time or circumstances; remain professional and operate effectively in high stress situations.
- Principles and practices of confidential records management and file maintenance.
- Demonstrated excellence in customer services skills.
- Demonstrated literacy of Microsoft Office programs including Word, Excel, and PowerPoint, at minimum.
- Applicable local, State, and federal laws, codes, regulations, and ordinances.

## **Minimum Qualifications:**

- Education: High School diploma or GED.
- Experience: Five (5) years of progressively responsible experience in a secretarial, administrative assistant or similar position which involves high public contact, discretionary decision-making, handling of confidential matters and administrative duties. Or Associates degree in Secretarial Science from an accredited college or university, completed within the last five (5) years.
- Must pass all applicable pre-employment screenings to include a drug screen.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Must read, write, and speak English.
- A valid Texas Driver's License may be required or be able to obtain one within 90 days of employment.
- Must be able to pass FBI criminal background fingerprint check and comply with state and federal requirements for criminal justice information security standards.

*Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.*

## **License and Certification:**

- Depending on the needs of the NTECC, additional licenses and certifications may be required.

## **Physical Demands and Working Environment:**

The work behaviors (including duties, responsibilities, function, and tasks) of the position are listed in the above job description and below.

Work performed is primarily an office classification in a call center/dispatch environment, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work is performed in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.

**The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.**

**NTECC is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, or genetic information. NTECC provides reasonable accommodation to its employees and the public with disabilities, including veterans. For more information, please contact NTECC.**