



NOTICE OF AVAILABLE POSITION

POSTING DATE: **March 5th, 2018 – March 12th, 2018**

POSITION & PROGRAM: **Executive Assistant to the Superintendent**

QUALIFICATIONS: High School Diploma. Minimum 5 years' experience as an administrative assistant or secretary working for a variety of managers simultaneously. Experience using computers and computer programs including word processing, spreadsheet and database programs. Experience working with minimal supervision. Experience maintaining record keeping systems. Experience managing data retrieval processes. Experience using office equipment such as computers and dictation equipment. Experience handling confidential information. Possession of or ability to obtain certification as a notary public. Must maintain such certification. Satisfactory BCII check and passing drug test. Must be able to abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

PREFERRED QUALIFICATIONS: Associates degree in Business Administration, Management or equivalent. Minimum of 3 years' experience as an administrative assistant to senior management, typically having reported to the president, vice-president, director or equivalent level of management, with excellent references.

DUTIES:

Responsible for completing, organizing, analyzing and tracking all executive and administrative duties of the Superintendent. These include preparing a variety of complex and confidential materials to include, but not limited to, the Superintendent's correspondence, annual reports, charts, statistical tables, from either minimal oral or written instructions. Does preliminary work on special assignments or projects involving gathering, interpreting and/or summarizing data, and preparing formal drafts/finals.

The incumbent must be capable of handling multiple tasks and maintaining complete organization of those tasks and records for him/herself, for the Superintendent and for those who may require or receive or provide information to the Superintendent's office. Maintains a wide variety of computerized records on spreadsheet and word processing format.

The position is responsible for recording, preparing, and distributing meeting minutes for the Board and various meetings attended or chaired by the Superintendent, preparing & distributing Board Briefs and committee minutes. Initiates, edits and compiles informational packets for the monthly Board meetings, which include contracts, resolutions, financial information and other informational packets. Responsible for tracking (usually in spreadsheet format), planning and making recommendations to the Superintendent regarding Board agenda items.

Composes from rough notes and prepares draft and final version information approved by the Superintendent for distribution to county government officials and staff such as the Annual Service Plan, external advertisements ads in newspapers to the general public for holding public hearings. Ensures continuity of tasks to keep the organization in compliance with all plans and policies.

Updates and maintains a variety of records, including: Board meeting minutes books, The Ohio Revised Code, The Ohio Department of DD Administrative Rules Manual, Board Member Handbook and Miami County Board of DD Policies and Procedures Manual.

Performs other related duties as assigned.

HOURS: 8:00am to 4:30 pm, Monday through Friday. Additional hours may be required to attend Board meetings.

SALARY: \$15.43/hour or higher depending on experience

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the Riverside application **must** be completed. Resumes received without an application will not be considered.

Email: nicole.eckert@riversidedd.org