

Executive Coordinator to the Administrator



Position Description

Status

Full-Time, Nonexempt

Compensation

B24

Bargaining Unit

N/A

Reports to

County Administrator

Supervises

Administrative Services Assistant

Position Category

Coordinator

Summary

Serves as the Executive Assistant to the County Administrator and is responsible for managing the Administration department activities including but not limited to request for action requests, freedom of information act requests, contracts and budget. Coordinates and interacts with administrative offices, elected offices, courts and other agencies to deliver results. Seeks and coordinates legal counsel advice on various matters related to lawsuits, contracts, and public acts when necessary. Coordinates insurance and risk management processes through review and preparation of data for submission to the County's risk management authority. Assists customers who report an issue with an organizational service area.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Drafts and coordinates organizational communications, including but not limited to: press releases, legal notices, newsletters, administrative updates and daily correspondence.
2. Prepares agendas and supporting materials for Board and Committee meetings based on input from administrator, department heads, elected officials, Board directives, correspondence received and issues/projects in progress.
3. Oversees Requests for Action from external and internal agencies and departments seeking County Administrator or Board of Commissioner approval/signature, managing those requests through the decision-making process.

4. Coordinates with the County's risk management insurance company, processing of notary bonding, processing incident reporting from all County Departments, and flagging high risk incidents with liability potential. Coordinates litigation material between County Administrator, Board of Commissioners and County Attorney, as needed. Coordinates available risk avoidance training with risk management insurance when required.
5. Prepares correspondence, reports, payroll, accounts payable, contracts, budget documents, agendas, legal notices, spreadsheets and other documents for the County Administrator. Prepares and types forms and correspondence of a sensitive nature. Schedules meetings for the Administrator, arranges rooms, communicates with participants and prepares agendas as required. Answers telephone calls and receives visitors for the Board and County Administrator, responding to inquiries and concerns.
6. Assists in preparing high level organizational documents such as annual budgets, collective bargaining agreements and strategic plans.
7. Per the Freedom of Information Act: Analyzes and processes requests for retrieval of requested records, redacts information protected by statutes and responds within the allowable time-frame, coordinates the involvement of legal counsel when necessary, manages various special high-level through to completion.
8. Manages various special high-level projects through to completion and assists in the management of the County Board Strategic Plan. Collaborates with other services areas and project teams as needed. Assigns tasks and reviews work performed in accordance with project time lines and desired results.
9. Assists the public by answering telephone calls and receiving visitors, responds to customers who have inquiries, requests and concerns with an organizational service area.
10. With delegated authority from the Chief Administration Officer, this position coordinates and interacts primarily with the administrative offices and occasionally with elected offices, courts and other agencies to deliver results, e.g., process adherence and maintenance of expectations (On time, In Scope, Within Budget). This includes strong participation and coordination with the County Executive Team. May develop and execute onboarding plans for a variety of employees, e.g. Executive Director of Finance. May coordinate tasks and operations for employees e.g. front counter.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Bachelor's degree in Business Administration or related field. A combination of education and experience may be considered in lieu of degree
2. Five (5) years of experience in an executive level support role
3. Three (3) years of combined experience in coordination, supervision and project management

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____