

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: EXECUTIVE ASSISTANT

REPORTS TO: CHIEF EXECUTIVE OFFICER

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE: The purpose of this position is to provide administrative assistance to the Board of Directors, the CEO, and the COO. This position is also responsible for contract administration, overseeing administrative staff, and providing office management.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Prepares all DSWA contract documents by coordinating development of paperwork with project manager, reviewing with legal counsel, issuing notices and bid/proposal documents to vendors, finalizes agreements, records contract paperwork and maintains active contract spreadsheet.
- Organizes, arranges and coordinates a variety of administrative and business details for the CEO and COO, keeps Chief Executive Officer and Chief Operating Office apprised of issues, and follows up and track workflow for executive office. Formats and types a variety of materials from written drafts and various media.
- Supervises Administrative Assistants responsible for reception area, record-keeping (electronic filing), phone answering duties, and coordinates work accordingly to provide administrative support to continuity of DSWA operations.
- Provides administrative support to the Board of Directors by arranging calendars, developing agendas, setting up meetings and conferences, taking notes and distributing them, making travel arrangements and conference registrations.
- Maintains administrative and confidential files including permanent library archives, real estate files, electronic filing, and liaison with Delaware Public Archives.
- Receives and responds to Freedom of Information Act (FOIA) requests. Including procuring requested data and reviewing with chiefs/managers, and responding in accordance with FOIA policy.
- Responsible for establishing office procedures and see that they are implemented. Oversees DSWA Citizen's website. Maintains calendar on DSWA website.

- Responsible for purchase/lease and installation of office equipment (i.e., postage machines, fax machines, etc.), and other office supplies.
- Maintains permit files from government regulators, and updates active permit spreadsheet
- Arranges offsite conferences, meetings and events (i.e., Director's workshops, haulers meetings and holiday party).

OTHER DUTIES:

- Serves as liaison between BOD, CEO, COO and staff, government agencies and the public.
- Researches historical information as requested.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Requires a high school diploma or equivalent and 10 years of administrative experience and 2 years of supervisory experience or an associate's degree in business administration or other related degree and 5 years of administrative experience and 2 years of supervisory experience.

Knowledge of DSWA policy and procedures. Knowledge of DSWA programs. Skill with Microsoft Office software. Skill with general office equipment and phone system. Ability to communicate effectively with public verbally and in writing. Ability to develop documents (i.e., reports, spreadsheets, forms). Knowledge of standard office procedures. Ability to provide administrative support to upper levels of management. Ability to supervise administrative staff.

Physical Requirements:

This position requires standing, walking, and sitting.

This position requires no lifting.

No special vision requirements.

This position risks exposure to indoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.