

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 2, 2014

TITLE: EXECUTIVE ASSISTANT
REPORTS TO: CHIEF EXECUTIVE OFFICER
JOB CLASS: EXEMPT
LOCATION: DOVER OFFICE

PURPOSE:

Provide advanced administrative support of a diverse and complex nature to insure the smooth and efficient running of the office of the Chief Executive Officer (CEO), Board of Directors (BOD) and Chief Operating Officer (COO). Assignments require evaluative thinking and are carried out in accordance with standard administrative practices and general work instruction. Relieves CEO and COO of routine administrative and business details by performing a variety of duties that entail extensive knowledge of programs, policies, procedures, rules and regulations.

JOB DUTIES:

- * Organizes, arranges and coordinates a variety of administrative and business details for the BOD and the offices of the CEO and COO, keeps CEO and COO apprised of issues; follow-up and track workflow and resolves problems relating to delinquent deadlines and procedures.
- * Provides support services for others chiefs/managers
- * Maintains administrative and confidential files including follow-up files for the offices of the CEO and COO.
- * Maintains CEO and COO daily calendars.
- * Assists in scheduling and planning CEO and COO activities.
- * Prepares all DSWA contract documents and coordinates their development with each project manager and with DSWA's legal counsel, issues notices, bid documents, proposal documents, etc. Organizes and maintains contract files.
- * Supervises Administrative Assistants responsible for reception area, record keeping, phone answering duties including DSWA's 800 # phone line and mail and distributes work accordingly to provide administrative support to all areas of

the authority to ensure continuity of DSWA operations.

- * Formats and types a variety of materials from written drafts, and various digital media containing difficult terminology and confidential information.
- * Arranges details for staff, board, committee and other meetings, conferences, hearings and travel including schedules, reservations, location of function, seating of guests, and other scheduling responsibilities; completes expense forms; prepares draft agendas, takes notes/minutes of meetings, conference, etc.
- * Maintains liaison between BOD, CEO, COO and staff, government agencies and the public.
- * Responds to Freedom of Information Act requests for information.
- * Assists in special studies and analysis of policies, procedures and directives by performing research to gather information and data; may prepare reports on a limited basis, i.e. Administrative Policies & Procedures.
- * Responsible for establishing office procedures and training new clerical staff on office procedures and equipment.
- * Provides information and support services to Board of Directors.
- * Responsible for the purchase/lease and installation of office equipment (copiers, postage machines, fax machines, etc.)

Researches historical information as requested

Perform other duties as assigned

QUALIFICATIONS:

Possession of a high school diploma or equivalent and fourteen (14) years of applicable administrative experience including two (2) years supervisory experience or an associate's degree in related subjects and eight (8) years' applicable administrative experience including two (2) years supervisory experience and at least six (6) years experience providing administrative support to upper levels of management. Also required is typing speed of 60 words per minute, ability to take and transcribe dictation, knowledge of standard experience with all office machines (copiers, facsimile, postage meters, calculators, etc.) Experience with Microsoft Professional Office Suites. Must sign a statement of confidentiality.

- * Denotes essential functions of the job