

Job Description:**Nueces River Authority – Administrative Assistant to the Executive Director****General Description:**

The Administrative Assistant provides highly responsible, complex, and confidential administrative and secretarial support to the Executive Director, performs a variety of difficult, responsible and specialized administrative and office support functions; creates and maintains specialized reports, records and files related to the activities and operations of the authority; as directed, acts as a liaison to both internal and external contacts; coordinates and performs special project research, and performs related duties as assigned.

Supervision Received:

Receives general supervision from the Executive Director and may receive project specific direction from the Director of Finance and the Director of Resource Protection and Education.

Duties and Responsibilities:

- Provides general administrative support the Executive Director, preparing correspondence from own composition, notes, brief instructions or rough draft.
- As directed, acts as a liaison to both internal and external contacts.
- Prepares and produces agenda packets for all regular and special meetings of the Board of Directors, including listing and prioritizing issues, assembling back-up materials, preparing draft reports, reproducing and assembling agenda packets, and overseeing distribution and delivery.
- Coordinates and attends Board and Committee meetings, prepares meeting notes for the Executive Director with a focus on action assignments, projects, and deadlines; records Board/Committee meetings and drafts meeting minutes. Creates final draft for Board/Committee approval.
- Coordinates follow-up on Board Members action documents as directed by the Executive Director.
- Provides clerical support to others and assists with appointment procedures and official filings as directed by Executive Director.
- Manages the calendar of events and meetings for the Executive Director by providing reminders and appointment confirmations.
- Establishes and maintains a variety of filing systems, tracking systems, records and reports of general and confidential nature for the Executive Director and Finance Director.
- Receives and screens visitors and/or telephone calls, providing general and specialized information regarding the functions of the Authority. These functions may require the use of judgement, tact, sensitivity and research to skillfully handle the complaints and inquiries.
- Performs Human Resource role including, but not limited to, pre-employment testing; new hire HR orientation, plans, prepares, reviews and monitors benefit insurance and employee retirement.
- Organizes and maintains personnel files.
- Researches and assist with project tracking and deadlines.
- Collaborates with various staff and departments in completing special projects and reports.

Minimum Qualifications:**Education and Experience:**

- Graduation from high school or G.E.D. equivalent; three years of increasingly responsible office administrative, specialized administrative support or secretarial experience; or an equivalent combination of training and experience. Experience in a government setting is highly desirable.

Necessary Knowledge, Skills, and Abilities:

- Office administration practices and procedures.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Excellent computer skills, especially typing.
- Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
- Budgeting, recordkeeping, filing and procurement laws, practices and procedures.
- General office practices and procedures
- Attention to detail.
- Organize, set priorities, take initiative and exercise sound independent judgement within areas of responsibility.
- Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
- Organize and maintain office and technical specialized files.
- Compose correspondence from brief instructions.
- Communicate clearly and effectively orally and in writing.
- Understand and follow written and oral instructions both with Authority staff and customers.
- Prepare clear, accurate and concise records and reports.
- Use tact and discretion in dealing with sensitive situations and concerned people and customers.
- Establish and maintain effective working relationship with Nueces River Authority directors, managers, staff and others encountered in the course of work.

Special Requirements:

- Possession of a valid Class "C" Texas State Operators license with a driving record acceptable to the Executive Director.