

## JOB DESCRIPTION

### Executive Administrator

<b>Department</b>	Administration
<b>Reports to</b>	President/CEO
<b>Supervises</b>	N/A
<b>Pay Grade</b>	Non-Exempt Grade 15

### Job Summary

Under limited supervision completes high-level administrative support to the President/CEO ensuring efficient operation of the executive office. This role involves administrative work including managing schedules, coordinating meetings, handling confidential information, and acting as a liaison between internal and external stake holders and provides direct support to the President/CEO and/or board of directors. Work requires excellent communication skills and is of confidential nature.

### Essential Functions

- Creates, organizes and maintains accurate electronic and hardcopy spreadsheets, reports, files, policies, and other documentation.
- Attends board meetings, records minutes, and follows-up on meeting topics; all of which require a general understanding of Robert’s Rules of Order and parliamentary procedures.
- Provides administrative support to board matters including, but not limited to, facilitating policy changes and maintaining detailed records of board and administrative actions.
- Maintains schedules, calendars, and deadlines for President/CEO, board, and Executive Leadership teams.
- Performs a variety of routine and non-routine administrative and clerical duties, including special project work. Performs other duties as assigned
- Acts as a liaison between the President/CEO and members, vendors, staff and board of directors.
- Manages communication and correspondence related to the board of directors and executive team.
- Anticipates the needs of the executive office and executes tasks as needed.
- Provides support to the President/CEO regarding scheduling, presentations, creating and assembling reports, manuals, agendas, correspondence and memoranda as required.
- Collects documents and information for meetings.
- Provide administrative support to members of the Senior Leadership Team as needed.
- Other duties as assigned.

## **Required Knowledge, Skills, and Abilities**

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- Proficiency in Excel, Word, Outlook and PowerPoint, and technologically savvy with the ability to learn new software applications.
- Ability to be work independently and effectively.
- Possess strong attention to detail, as well as organizational, time management, problem-solving, and communication skills.
- Ability to perform assignments involving work of a confidential and/or sensitive nature.
- Knowledge of principles and practices of Robert's Rules of Order.
- Knowledge of principles and practices of program and policy development and implementation.
- Ability to understand complex written and verbal communications and respond with professionalism, courtesy, and tact by phone, in person, and/or in written format.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to organize and prioritize tasks to achieve set schedules and deadlines.

## **Education and Experience**

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- High school diploma or equivalent required.
- Ten years of clerical and/or administrative experience.
- Five years of credit union experience preferred.

## **Additional Requirements**

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- Incumbent must be bondable.
- Must possess and maintain a valid driver's license to travel to all credit union locations as needed.

## **Physical Demands**

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This is a moderately sedentary office position although standing and walking between work areas is required. Individual(s) in this position must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator at a reasonable speed, and to operate standard office equipment. This position occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds regularly, and up to 50 pounds occasionally. Works in an office environment with moderate noise levels.