

## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

### **ESSENTIAL DUTIES:**

- Provide all aspects of administrative support for the County Administrator, Board of Supervisors, Planning Commission, Board of Zoning Appeals, Building Inspection Department, Solid Waste Department, Erosion and Sediment Control, and Stormwater Regulation, Economic Development Authority (EDA), and various County Committees and Boards.
- Administration of Section 15.2 Chapter 12 of the Code of Virginia (*General Powers and Procedures of Counties*), Open Meeting Laws, and Virginia Procurement Laws.
- Prepares Agendas for Board of Supervisors meetings, record and prepare minutes of meetings for permanent record. Attend all Board of Supervisors Meetings.
- Coordinate other meetings, presentations, and reports for County Administrator as directed. Attend other meetings deemed necessary by the County Administrator.
- Develop resolutions and independently prepare other documents and correspondence, as necessary.
- Cross Train with the Accounting / Finance Department.
- Acts as record retention officer for Craig County Administration.
- Provide Administrative support to all County Departments.
- Direct general office operations for County Administration Office.
- Prepare request for bids and orders all supplies for County Administration offices.
- Maintain Craig County Website.
- Handle details and issuance of building permits.
- Provide routine Zoning and Subdivision Ordinance information, for questions requested by the public.
- Other duties as required.

### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to work independently and assume initiative in problem resolution for both external and internal situations.
- Ability to prioritize and multi-task, flexibility in assigning priorities and meeting deadlines.
- Working knowledge of standard office procedures.
- Thorough knowledge of County ordinances and operations.
- Thorough knowledge of Code of Virginia sections for Counties.
- Ability to accurately record and transcribe meeting minutes.
- Knowledge of finance, accounting, and budget functions.
- Excellent oral and written communication skills.
- Knowledge of applicability of office software products, including but not limited to Microsoft Office.
- Excellent Public Relation (People) Skills.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma
- 2 Year Associate Degree in related field preferred
- Excellent Public Relation (People) Skills.
- 5 years' experience in similar position
- Strong Computer skills (including, Microsoft Office, and excellent keyboarding/word processing skills)