

Job Title: Executive Assistant/Deputy Clerk
Department: County Administration
Classification: Grade 7
Reports to: County Administrator
Supervises: N/A
Normal business hours: Monday – Friday, 8:00 AM-4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position serves as Deputy Clerk to the County Board and Executive Assistant to the County Administrator, maintaining schedules, drafting documents, preparing minutes/agendas, and ensuring legal compliance. They are responsible for performing complex administrative functions which includes project lead and support, social media and website outreach, and other interdepartmental administrative support.

Communicates with:

Internally – All staff.

Externally –Public.

Supervision:

N/A

Essential Work Functions:

- Serves as Deputy Clerk to the County Board, maintaining schedules, drafting documents, preparing minutes/agendas, and ensuring legal compliance.
- Communicates and coordinates with the County Administrator to provide schedule management, and project support, maintain website accuracy, and manage various employee recognition programs.
- Develop strategies for public outreach, increasing public awareness of county government. Establish and maintain communication and collaboration with external agencies, citizens, and local, state, and federal government officials.
- Performs administrative functions: processes incoming/outgoing mail, acts as the main office receptionist, assists visitors, and manages meeting room reservation system.
- Arrange, confirm, and reschedule appointments, meetings, and events with internal staff and external officials/partners.
- Develops and oversees various programs that acknowledge and reward the achievements and contributions of staff, such as years of service awards, award of excellence, etc.
- Develops and implements a results-driven social media strategy that aligns with the county's goals and values.
- Creates and curates engaging and relevant content for various social media platforms, such as Facebook and Twitter.
- Works with departments and County Administrator developing strategies to help with communication efforts/programs for public outreach increasing public awareness of county government, including creating educational and promotional materials, website maintenance, and other media relations.

- Performs ongoing maintenance on County website to update information as appropriate and to keep website current.
- Assists the public with online services, questions, comments, or concerns, in a timely manner.
- Provides information, guidance, and assistance to the community on county policies, programs, and services.
- Schedules using meeting room reservation system.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires two years of formal training in a tech or an associate degree.
- One (1) year of experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Up to 10 pounds of force)		X		
Challenging or threatening behaviors	X			
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____