



Area Agency on Aging

## **Job Description & Classification Specification Lewis Mason Thurston Area Agency on Aging**

### **Senior Executive Assistant (To the Executive Director)**

FLSA Status: Exempt

2024 Salary Range: \$70,297 – \$93,473 Annually

Reports To: Executive Director

Supervisory Responsibilities: Yes

*This class specification is not part of the collective bargaining unit.*

#### **JOB OVERVIEW**

The Senior Executive Assistant enhances and increases the Executive Director's effectiveness by providing direct high level executive administrative support. As a member of the Executive Leadership Team, this position handles highly sensitive and confidential information for various tasks and projects. This position supports the Executive Director and the Executive Leadership Team with meeting their collective goals associated with the agency's various plans, strategies and operations. The Senior Executive Assistant engages with key internal and external stakeholders to develop strong working and collaborative partnerships in support of this work, mission and vision of the organization. This position assists with the implementation of the Executive Director's initiatives.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES**

- Provides direct technical project and administrative support to the Executive Director.
- Manages the Executive Director's calendar and schedule, while prioritizing workflow responsibilities, events and meetings to maximize the Executive Director's time.
- Provides supervision and leadership to the Executive Assistant.
- Provides training to Executive Assistant for work overflow items, to make sure the Executive Director has administrative support.
- Coordinates and facilitates Agency related meetings and events to include the Council of Government (COG). Acts as the Administrative liaison to the COG and supports their goals and activities.
- Acts as the legislative liaison, communicating with legislators and/or legislative staff or other applicable organizations, schedules, coordinates local, state and federal legislative and advocacy meetings and activities.
- Assist the Executive Director with tracking and meeting deadlines and goals.

- Prepare the Executive Director for meetings by compiling meeting materials, background information and establishes timeframes from review of information prior to meetings.
- Prepares and distributes executive level correspondence.
- Tracks legislative and advocacy updates, as well as policy initiatives, and briefs the Executive Director accordingly.
- Transcribes both oral and written notes from the Executive Director, to complete documents such as annual performance reviews or other forms of written Executive Director communication.
- Performs various administrative tasks associated with collective bargaining functions and communications; attends and takes notes for collective bargaining negotiation meetings.
- Conserves the Executive Director's time by reading, researching and routing correspondence; collecting and analyzing information and data; initiating communications including items of a confidential nature.
- Receives visitors and calls from constituents and clients, legislators and other federal, state and local agencies and partners.
- Assists in developing and distributing the Executive Director's Newsletter, advocacy alerts, press releases, outreach information and other related materials.
- Prepares and delivers oral and written presentations.
- Reviews departmental administrative policies and provides recommendations on Agency impacts that may need to be considered.
- Authority to implement guidance on operational changes to enhance administrative staff knowledge and function relating to procedural and process modifications while ensuring the administrative staff is adequately trained to perform essential functions of their respective job duties, i.e., travel, purchasing.
- Researches and proposes improvements to operating methods and procedures employed in various functional areas and develops improved methods where needed.
- Oversees and leads various projects.
- Represents any member of the Executive Leadership Team in their absence in meetings or events as designated.
- Oversees the Executive Director's travel and meeting schedule.
- Collaborates and coordinates with other administrative or support staff on various projects, administrative tasks, committees.
- Acts as a liaison as assigned.
- Performs other related duties as assigned.

#### **CORE COMPETENCIES & JOB REQUIREMENTS**

- Maintains confidentiality of sensitive information, data, documents and files; maintains the utmost discretion with regard to confidential executive management level information.
- Ability to exercise independent high-level judgement with strong moral standards and integrity.
- Strong ability to objectively facilitate and navigate difficult and challenging situations or conversations; can effectively and professionally resolve conflict.
- Establishes and utilizes effective and efficient communication practices and principles verbally and in writing; can accurately and effectively disseminate and manage information to/with multiple parties.

- Strong commitment to providing excellent customer service and support in a fast paced and demanding work environment.
- Ability to demonstrate flexibility with changing priorities and manage change appropriately.
- Excellent planning and time management skills; can prioritize effectively and demonstrate follow through in a timely manner.
- Ability to organize and manage detailed and high-level administrative tasks, with impeccable attention to detail.
- Well versed in technology and technology trends that allow for agency efficiencies, including Microsoft Office, Adobe, Zoom and other related software or technology.
- Strong interpersonal skills, ability to establish and maintain effective working relationships and partnerships internally and externally.
- Strong knowledge of administrative functions of a governmental, nonprofit, or similar organization.
- Ability to move projects and deliverables forward to meet goals and objectives.
- Ability to drive – run errands, perform field work, attend trainings and meetings.
- Valid/current WA State Driver's License with current automobile insurance.
- Successfully pass a background check according to DSHS/ALTSA and agency policies.

#### **EDUCATION & EXPERIENCE MINIMUM**

Bachelor's Degree in Business Administration, Business, Public Administration or similar field **and** four (4) years of progressively responsible professional administrative experience.

#### **PREFERRED EXPERIENCE**

- Administrative experience directly supporting an executive or team of executives.
- Project Management, office management.
- Experience working in social service, governmental or nonprofit sectors.
- Experience working with nonprofit or governmental type boards.

#### **WORKING CONDITIONS**

- This position requires an ability to perform office functions in a hybrid work model, which includes working two days per work week in a designated Agency office and the remainder of the week in a designated home office. Work is performed indoors in an office environment, usually weekdays between the hours of 8:00 AM and 5:00 PM.
- Travel is required within Lewis, Mason and Thurston counties and occasionally to other parts of the state.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.

#### **DISCLAIMER**

The statements contained herein reflect general details as necessary to describe the essential functions and core competencies of this position, the level of knowledge and skill typically required and the scope of responsibility. This job description, while comprehensive, should not be considered an all-inclusive listing of work requirements or tasks. Individuals may perform other duties as assigned.

This Agency is an equal opportunity employer and is committed to working with its employees to reasonably accommodate them with the physical aspects of a position. Qualified applicants are

considered for employment without regard to race, creed, religion, color, age, sex, national origin, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical handicap, or any other protected characteristic as outlined by federal, state, or local laws.