

## **CobbWorks Job Description**

**Job Title:** Executive Assistant  
**Reports To:** Executive Director/CEO  
**FLSA Status:** Non Exempt

### **Summary**

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO and Board of Directors, including working closely with the Cobb County Board of Commissioners. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### **Essential Duties and Responsibilities**

#### **1. Provide administrative support to the executive director and board of directors.**

- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Maintain open communications with the management team, including meeting regularly with them and providing information and documents as needed.
- Act as a "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and all internal and external stakeholders, demonstrating leadership to maintain credibility, trust, and support.
- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Interprets administrative and operating policies and procedures for employees, contractors, and partner organizations; Prepares records and reports, such as recommendations for solutions of administrative problems and annual reports; Studies management and operating methods to improve workflow, simplify reporting procedures, or implement cost reductions.

## **2. Functions as board liaison.**

- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board and Committee meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Prepares and disseminates relevant information to board members, staff, and other appropriate persons;
- Performs clerical functions as necessary for the board.

## **4. Assist with Human Resource procedures**

- Prepares and maintains new hire packets for employee recruitment;
- Assists in the recruitment process of potential employees, such as posting job announcements, facilitating hiring assessments, and scheduling interviews.
- Assists staff with new hire policies and procedures.
- Prepares and maintains employee personnel files.

## **5. Assist in the procurement of goods and services for the organization.**

- Maintains all internal procurement reference materials, policies, and procedures;
- Maintains potential bidders' files;
- Assists in the distribution of requests for proposals and manage receipt of proposals.

## **General Knowledge, Skills and Abilities**

- Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly-preferred.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and funded partners.
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- Strong Proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Knowledge of human resources concepts, practices, policies, and procedures;
- Skill in organizing resources and establishing priorities;
- Ability to make appropriate, informed decisions regarding priorities and available time
- Ability to complete a high volume of tasks and projects with little or no guidance
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice

## **Education/Experience**

High School Graduate or GED Required; Associate's degree (A. A.) or Bachelor's degree (B.A.) preferred, or equivalent from two-year college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

**Language Ability**

Ability to communicate effectively, both orally and in writing. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to gather data, compile information, and prepare reports.

**Math Ability**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of word processing software; and spreadsheet software. Database management skills.

**Certificates and Licenses** No certifications needed.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Work Environment**

The noise level in the work environment is usually moderate.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

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Approved: Supervisor/Manager

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Date

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Acknowledged: Employee

\_\_\_\_\_  
Date