
Job Opportunity: Executive Assistant

POSTING DATE: 2/04/2020 – 2/28/2020

POSITION & PROGRAM: Executive Assistant to the Superintendent/Administration

POSITION SUMMARY:

The focus of this role is to provide administrative support to all departments at Riverside with a focus on the Superintendent and our Board.

QUALIFICATIONS:

High School diploma or equivalent; Preferred Associate's or Bachelor's degree with 3-5 years' experience as an Administrative Assistant to Senior Management; Satisfactory criminal background and Abuser Registry checks; Satisfactory pre-employment drug test; Possess valid driver's license; Demonstrated skills in Customer Service; Technology skills including Microsoft Office Suite; Ability to Problem Solve; and Handle Multiple Tasks and Priorities. Must abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at www.riversidedd.org.

DUTIES:

- Responsible for completing, organizing, analyzing and tracking all administrative duties for the Superintendent. This includes preparing a variety of complex and confidential materials, files, correspondence, reports, charts, statistical tables, from either minimal oral or written instructions.
- Responsible for organizing and preparing materials for the Board and various meetings attended or chaired by the Superintendent.
- Managing multiple tasks, prioritizing and maintaining complete organization of those tasks and records for him/herself, for the Superintendent and for those who may require, receive or provide information.
- Ability to interact with a high level of tact, interpersonal, negotiating, analytical, leadership and judgment skills with a wide scope of contacts inside and outside the organization.
- Organize and prepare preliminary work on special assignments or projects involving gathering, interpreting and/or summarizing data, and preparing formal drafts/finals.
- Assists with planning, coordinating and implementing agency events or activities. This includes attending planning meetings, working with staff to promote the event or

activity, corresponding with attendees, completing purchase order paperwork, running errands to purchase supplies, setting up, serving as an event host/hostess, and tearing down/clean-up of events.

- Prepares, maintains and organizes all paperwork and schedule for the Superintendent.
- Screens the Superintendent's general and interoffice correspondence, handling routine matters independently.
- Maintains a wide variety of computerized records and must be well versed in Microsoft Office software including Word, Excel, Powerpoint and Outlook.
- Provide back-up support for other Administrative Assistants as needed
- Function as a back-up for the Receptionist, including coverage for the front desk
- Performs other related duties as may be assigned.

HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m. and additional hours outside this schedule may be required including attendance at monthly Board Meetings.

SALARY: \$18.26/hour or higher based on experience

FLSA: Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes by **February 28, 2020**

Email	careers@riversidedd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373
Fax	937.332.3490

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab