

## **Position: Executive Assistant**

**Reports to:** Executive Director

**Division:** Missouri Charter Public School Commission

**Classification:** 12 Month, Full-time, Support

**Location:** St. Louis preferred, will consider remote **Salary:** S11

### **ESSENTIAL FUNCTIONS:**

The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodations:

- Composes and types memorandums, letters, and reports, and proofreads correspondence and reports. May research and prepare information.
- Provide operational and logistical support to the Executive Director and Deputy Director.
- Exercise significant discretion in the performance of duties. Most work is public, but some work can be highly confidential and sensitive nature.
- Have contact with all Commission staff, Commissioners, sponsored school administrators, and sponsored school boards, legislators and the general public.
- Schedule meetings, rooms, and equipment for staff, Commissioners, and meeting attendees accommodating needs and schedules of participants. Coordinate out of town and out of state travel requests. Support Executive Director and Deputy Director calendars.
- Update spreadsheets, logs, and databases in order to facilitate analysis of data, create summarized documentation/reports, or to initiate processing.
- Mail/email correspondence and/or meeting materials to participants in order to provide service.
- Travel to meeting locations in order to assist with meeting and/or to take minutes.
- Prepare expense reimbursement, invoice payment, timesheets, purchase requisitions, and other forms for supervisor signature before forwarding to appropriate unit for processing.
- Create and maintain e-file system in order to facilitate retrieval of documents at a later date. Manage document retention in accordance with statutes and best practices.
- Participate on committees and/or work groups in order to receive/exchange information.
- Co-web manager for the Commission. Ensure content on the Commission's website is current and accurate to foster transparency.

### **ADDITIONAL RESPONSIBILITIES:**

- Ensure contact information for schools and boards is up to date in CRM.
- Review the compliance submissions in CRM to ensure school submissions meet the requirements as outlined by Deputy Director. Refer out-of-compliance submissions to Deputy Director.
- Assist the Deputy Director in completion of Annual Reports, site visit reports, Annual Assurance Forms and other reports to the Department of Elementary and Secondary Education, Missouri General Assembly, or Commission.
- Oversee the User Manager system of CRM for the Commission.
- Retrieve reports from various online systems for the Commission.
- Maintain bids and contracts, and process for payment invoices of contract services.
- Assumes other duties as assigned by the Executive Director and Deputy Director.
- Answer telephone in order to provide service or to transfer to appropriate Department unit/person.
- Monitor Commission's email account.

### **PREREQUISITES FOR THE JOB:**

- Thorough knowledge of business English, spelling, and arithmetic.
- Ability to understand and follow complex oral and written directions.
- Demonstrated success in working independently, in an orderly manner, with minimum supervision. Resourceful and well organized.
- Advanced training in spreadsheet, database, word-processing, calendar, and other office technology applications that will be used in producing work product.

- Ability to use standard office equipment and software related to performance of duties. Ability to learn new applications.
- Support for Commission's mission, practices and policies impacting work product and responsibilities.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Excellent interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, flexible.
- Good reasoning abilities. Sound judgment.
- Good communication skills.
- Service oriented.
- Knowledge of or the ability to learn the administrative rules process, forms management, records retention, and access to the web applications.

**EDUCATION & EXPERIENCE REQUIRED:**

- High school diploma.
- Four or more years of experience successfully performing progressively responsible support tasks; direct support of middle to upper management preferred
- Completed a training program, and or possess work experience that has prepared an individual to perform the duties of special assistant and/or personal secretaries for business executives.

**PHYSICAL REQUIREMENTS:**

Must be able to lift 25 pounds.

**COMPUTER SKILLS:**

- Ability to utilize Microsoft Office programs, including Word, Outlook, Excel, Access, PowerPoint, and WebEx.
- Familiar with the SAM II HR system, preferred
- Familiar with Drupal website preferred
- Familiar with Epicenter preferred

**REQUIRED TRAVEL:**

This position may be required to travel occasionally.

(Other qualifications and experience which in the opinion of the Executive Director meet the requirements of the position may be accepted in lieu of the above.)