# Administrative Assistant to the Commissioners of St. Mary’s County (CSMC)

**Grade: 8**

**FLSA: Exempt**

**Date: 09/17**

**Job Summary:** Acts as the Administrative Assistant to the Commissioners of St. Mary’s County (CSMC); performs a wide variety of complex tasks to facilitate efficient and effective running of the department; performs other duties as assigned.

**Essential Functions:**

1. Coordinates the board’s weekly agenda in a professional, error-free manner and in compliance with the Open Meetings Act;
2. Assigns times on CSMC agendas and ensures that all necessary information is received in a timely manner and is complete and accurate;
3. Responsible for successful implementation of BoardDocs software for Commissioner meetings, including archiving;
4. In the absence of the Coordinator, takes minutes for CSMC meetings; takes and transcribes executive session minutes dealing with highly sensitive and confidential matters;
5. Supervises and coordinates the preparation of Commissioners’ electronic meeting needs as well as manual documentation for upcoming meetings;
6. Supervises the Senior Administrative Coordinator;
7. Compiles approved items for the County Administrator’s agenda as part of the Commissioner meeting following a review with the County Administrator prior to the meeting;
8. Prepares complex and routine correspondences as well as emails on behalf of the Commissioners;
9. Schedules meetings, conference calls, etc on behalf of the Commissioners;
10. Responds to constituent inquiries on behalf of the Commissioners;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Adherence to state, federal and local laws regarding Commissioner form of government;
5. Ability to read and comprehend relevant documents associated with department operations;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
7. Ability to maintain strict confidentiality in all matters pertaining to the department;
8. Ability to prioritize and multitask;
9. Ability to complete assigned tasks accurately and in a timely fashion;
10. Ability to use available resources to research information;
11. Ability to prepare and maintain accurate records and comply with record retention requirements;
12. Ability to operate relevant computer operating systems, including hardware and software, and simple office machines.

**Education and Experience:**

1. Associates degree;
2. Three years or more of related job experience;
3. Or equivalent technical training, education, and/or experience.

Phy**sical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Date