



Job Title: **Executive Assistant to the Alpena County Board of Commissioners**
Reports To: County Administrator
FLSA Status: Salary, Exempt
Approved/Revised: _____, 2025

General Summary:

Under the supervision of the County Administrator for the Board of Commissioners, the Executive Assistant works in the County Commissioner's Office, is responsible for supporting the County Administrator and County Commissioners as directed and ensures the efficient day-to-day operation of the office.

Essential Functions:

1. Prepares agendas for Board of Commissioners and committee meetings based on input from department heads, elected officials, board directives, correspondence received, and issues/projects in progress.
2. Following Board and Committee meetings, directs and assists on agenda items, such as placing on agenda of another Committee, sending information to legal counsel, preparing documents for signature, or other action.
3. Takes minutes of various meetings upon request and transcribes meeting notes. Prepares minutes of designated committee meetings.
4. Directs and assists in typing correspondence, reports, contracts, budget documents, legal notices, spreadsheets, and other documents for the Commissioners. Prepares and types forms and correspondence related to confidential items and other materials of a sensitive nature.
5. Composes and types correspondence independently, or with general verbal direction, for the Commissioners.
6. Assists auditor by providing documents necessary for the County Audit.
7. Directs and assists in drafting Board resolutions as assigned. May include honorary resolutions and tailoring or resolutions from other counties to meet the specific needs of the County.
8. Directs and assists in establishing and maintaining files on meetings, contracts, Board actions, budgetary matters, special projects, and other areas. Assists the public, employees, and elected officials in identifying, researching, and obtaining data and reports.
9. Receives Freedom of Information Act requests and prepares responses or refers to appropriate department for answer. Confers with County Administrator on questionable matters.
10. Directs and assists in the scheduling of appointments and arranges meetings and rooms, communicates with participants, meeting notices, and prepares public notices as required. Notifies members of both meeting cancellations and new meetings.
11. Assists in managing the County's credit card system and management of the accounting and billings.
12. Assists with maintaining Alpena County's liability and property insurance records
Directs and assists in insurance issues including ensuring claims forms are complete, obtaining estimates as required, communicating with the insurance companies, and processing claims.

13. Prepares confidential and sensitive documents, contracts and agreements, statistical reports, spreadsheets and budget reports.
14. Assists County Administrator and Commissioners with special projects which may include research and/or obtaining data and reports from other entities.
15. Directs and assists in administrative and clerical support, including but not limited to, scheduling, emailing, answering telephone calls and receiving visitors for the Board and responds to inquiries and concerns of the public, employees, and others. Maintains and files hard copies of documents and electronic filing system. Responsible for keeping indexes and managing the filing system.
16. Maintain record keeping and maintenance of daily functions, filing, data entry, retrieving necessary documents for the office. Organizational skills and attention to detail.
17. Operates office equipment, such as photocopy machine, scanner, fax, and computer and is proficient in MS Office, Word, and Excel programs.
18. Coordinates the maintenance of office equipment and supplies.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education:	Associate Degree but will consider experience in lieu of education
Experience:	Minimum 3 years of progressively more responsible secretarial/administrative experience in areas such as word processing or office management.
Personal Characteristics:	Competence in ethical behavior, relationship building, teamwork, problem identification and solving, organization, decision-making and communication, and understanding of strict confidentiality rules.
Other:	Valid Michigan driver's license. Pass extensive background check.
Hours of Work:	40+ hours per week. Must be able to vary schedule when necessary - may include evenings and/or weekend meetings and other projects as necessary.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements and Working Conditions:

- Ability to access departmental files (current and past).
- Ability to enter and retrieve information from computers.
- Ability to access meeting rooms of Board of Commissioners.
- Ability to operate office equipment.
- Ability to spend long hours sitting and using office equipment and some light lifting of supplies

and materials from time to time.

- Ability to work in busy office environment and complete tasks within tight deadlines.
- Ability to travel to various meeting sites.

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the aforementioned requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____ Date _____