



<p>POSITION DESCRIPTION</p> <p>Executive Secretary / Oil and Gas Liaison</p> <p>FLSA Status: Non Exempt</p> <p>County Classification: Occupational</p> <p>Salary Grade/Band:</p>	<p style="text-align: right;">9 June 2015</p> <p style="text-align: center;">Reports to: Community Development Administrator</p> <p style="text-align: center;">Revised:</p> <p style="text-align: center;">Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under Direct supervision of the Community Development Director, performs typing; maintains files and confidential records; prepares agendas and minutes; receives and handles telephone calls and walk-in public.</p>
<p>GOALS</p> <ul style="list-style-type: none"> • To ensure work performance, effective time management practices, and attention to detail. • To conduct research and assist the County's Community Development Department professionally and efficiently. • To articulate and convey information accurately and appropriately to the public.
<p>ESSENTIAL FUNCTIONS</p> <p>Executive Secretary</p> <ul style="list-style-type: none"> • Receives and handle telephone calls and walk-in public. • Types various office correspondence, memoranda, and other documents for the Director. • Responds to a variety of correspondence using own discretion with minimal direction from the director. • Sorts and distribute office correspondence, including scanning documents into document management database. • May handle various, specially assigned administrative activities as designated by the Director including facilitating projects, programs, research, or report preparation. • Back-up Building Safety Fire/Emergency Management Secretaries when needed. • Maintains department files. • Receives records and balances cash payments. • Transcribes minutes for Planning Commission, Board of Adjustment, and Public Lands Committee meetings. • Search property records and assist review of surveys and recordable documents. <p>Oil and Gas Liaison</p> <ul style="list-style-type: none"> • Serve as a liaison between property owners and oil companies.

- Represent the County at oil and gas meetings and activities.

EDUCATION AND EXPERIENCE

- Associates Degree preferred but not required.
- Requires one year secretarial or business training education.
- Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for education.

SKILLS/ABILITIES

- Must be proficient with Microsoft Office, including Microsoft Excel, Outlook, and Word.
- Must be proficient in the use of all firm software.
- Must be attentive to detail.
- Must be able to balance team and individual responsibilities
- Must be accurate and thorough
- Must follow instructions, respond to management direction, commit to long hours of work when necessary
- Must be able to take independent action and risk
- Must be able to work effectively with coworkers, clients and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely, edit work for spelling and grammar, and be able to read and interpret difficult and complex written information
- Must be able to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Must have the ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting binders and files of approximately 10lbs to 20lbs. Work may include extended periods of time viewing a computer video monitor and operating a keyboard.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.