

Central Virginia Planning District Commission Classification Description

Classification Title: Executive Assistant
Department: CVPDC
Supervisor: Executive Director
Pay Grade: 107
FLSA Status: Exempt

General Statement of Job

The CVPDC Executive Assistant serves a variety of boards and commissions and as well provides support the CVPDC office staff. In this role the Executive Assistant prepares and circulates agendas, records and drafts minutes and correspondence and assists staff with special projects. Boards include:

- the Central Virginia Planning District Commission
- the Central Virginia MPO
- the Central Virginia Workforce Development Board

The CVPDC Executive Assistant is responsible to add content to websites and social media platforms. Working with the Commission's public information firm, the Executive Assistant will lead the development of publications, and mailings for special events involving both writing and collecting material from various PDC Divisions for publication.

The CVPDC Executive Assistant keeps the central office operating smoothly. This involves scheduling and arranging meetings, ordering office supplies and postage.

The position greets visitors in-person and by telephone and provides support to staff as needed.

The Executive Assistant works under the direct supervision of the CVPDC Executive Director.

Specific Duties and Responsibilities

Essential Functions:

Provide direct support to the Directors who work with the CVPDC committees, including agenda development and packet distribution; maintaining mailing lists; preparing and indexing minutes; scheduling; publishing and posting notices of meetings and public hearings; and organizing and setting up for special events, including facilities, caterers.

Report on the activities of the CVPDC by creating and collecting content for newsletters and periodic reports. Posts updates and photos to websites and social media.

Manages activities to keep the office running smoothly such as purchasing supplies and postage, coordinating meetings, and coordinating with IT and public relations vendors.

Manage the lobby area for the CVPDC, greeting and directing all visitors and managing agency communications.

Assist Finance Division with necessary bank and reconciliation services.

Perform other duties as assigned.

Knowledge, Skills, and Abilities:

Ability to interact in a positive manner with the public, Board and committee members. Excellent people skills, both with customers and with staff. Ability to establish and maintain effective working relationships with the public, community groups, staff, and appointed and elected officials.

Excellent organizational skills with the ability to meet deadlines and produce accurate work.

Strong writing and communication skills. Knowledge of Joomla Content Management System helpful.

Advanced level of computer skills with knowledge in Microsoft Word, Excel, PowerPoint and Outlook; requires ability to use small office equipment, including copy machines, postage meters, or multi-line telephone systems.

Ability and willingness to work under pressure, within time restraints, using judgment, discretion and initiative.

Ability to organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to work as part of a team and to adapt work habits and procedures as necessary to accommodate the organization.

Ability to accept, receive, and/or collect payments.

Occasional travel within the Lynchburg region necessary.

Education and Experience

Requires graduation from high school or completion of GED equivalent; AND course work in business management or related field required; Associate's degree preferred.

Knowledge of local government helpful.

Minimum two years of experience; or an equivalent combination of education and experience may be considered.

Physical Conditions and Work Environment

Work is normally performed in an office environment in a seated position with tasks such as operating a computer and other equipment. Incumbent gathers, sorts and processes documents; is regularly required to talk and hear; is occasionally required to stand, walk, stoop, kneel and crouch, and to lift or move objects of up to 30 pounds; and requires close vision and ability to adjust focus.

Occasional work after 5 p.m. supporting meetings.

Date Approved:

Date Amended: May 13, 2022