

## **EXECUTIVE ASSISTANT**

### **SUMMARY:**

Provides assistance and administrative support to the Chief Information Security Officer. Will require independent judgment and ability to deal with high-level contacts both within the organization and outside the MCCA Facilities. Will work with confidential details, files, and information on a regular basis. Works without direct supervision and maintains working knowledge of the services within the facility.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The Chief Information Security Officer may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

### **Administrative Support:**

- Provides confidential administrative support for the Chief Information Security Officer. Receives and screens all communication received for the Chief Information Security Officer (mail, email, and phone), arranging conference calls, coordinating and arranging meetings, reserves and prepares conference rooms.
- Acts as Liaison to the Chief Information Security Officer, the MCCA IT Department, the MCCA Public Safety Department, and other Key Stakeholders, such as State and Local Officials.
- Reads and routes incoming mail. Locates and attaches appropriate files to correspondence to be answered by the Chief Information Security Officer
- Composes and prepares confidential correspondence, reports and other complex documents.
- Arranges complex and detailed travel plans and itineraries, compile documents for travel-related meetings.
- Analyzes and organizes office operations and procedures such as filing systems, requisition of supplies, and other administrative services.
- Assist with scheduling meetings and managing the Chief Information Security Officer's calendar.
- Assist the Chief Information Security Officer with payroll approval for all direct reports.
- Assist the Chief Information Security Officer on processing contract payments and requisitions.

### **General Support:**

- Develop a comprehensive knowledge and understanding of the mission and business activities of the MCCA Facilities in order to organize and document a systematic means to identify potential problems and their prevention.
- Works with clients and managers to optimize operational efficiencies.
- Works with senior members of the MCCA to coordinate service requests when necessary.
- Maintains Chief Information Security Officer's schedule.
- Develops and prepares agendas for meetings, including senior staff meetings and internal strategy meetings with managers and clients.
- Gathers, interprets and prepares materials for decision making purposes.

- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Conducts research, compiles and types statistical reports, prepares confidential correspondence, agendas, and notices
- Add a line of support under the security department team - maintain employee personal records and certifications including employee badge applications.
- Track and report staff schedules and requested time off for the MCCA IT and Public Safety Departments.
- Works independently on special projects as needed.

**SUPERVISION RECEIVED:** Minimal supervision is provided by the Chief Information Security Officer and includes assignment of duties, inspection of work, training, coaching, and performance evaluation.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:**

- A bachelor's degree preferred and a minimum of three to five years' experience supporting executive management.
- A highly organized professional, capable of handling complex situations and discreet in handling confidential information. Excellent verbal and written communication skills.
- Knowledge of state of the art computer programs to include Microsoft Office, Microsoft Word, Excel, power point, and Outlook. Organizational Skills, Professional Maturity and ability to maintain confidentiality.
- A well-organized individual who is a team player, and can relate to people at all levels of an organization, possesses excellent communication skills, flexibility and is committed to the MCCA's Mission.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK SCHEDULE:** The work schedule for this position typically is a 40 hour work week consisting of 5/8 hour days, Monday through Friday, however; the hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays.

**DRESS CODE** In order to project dignity and decorum expected by the public, appropriate dress and good grooming are expected of all employees

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