

Job Title: Executive Secretary and Administrative Assistant

Location: Gladwin County, Michigan

Department: County Administration – Board of Commissioners

Position Type: Full-Time

Salary Range: Competitive, commensurate with experience

Job Description:

Overview: The Executive Secretary and Administrative Assistant plays a crucial role in supporting the efficient operation of the County Administration and County Board of Commissioners office in Gladwin, Michigan. This position requires a highly organized, detail-oriented, and proactive individual who can provide comprehensive administrative support to the County Board of Commissioners and other senior officials. The successful candidate will serve as a vital liaison between County Board of Commissioners and various departments, stakeholders, and the public.

Key Responsibilities:

1. **Administrative Support:**
 - Manage the County Board of Commissioners' calendar, schedule appointments, and coordinate meetings.
 - Prepare and distribute agendas, meeting materials, and minutes for county meetings and executive sessions.
 - Handle incoming calls, emails, and inquiries, directing them to the appropriate staff members or departments.
 - Assist in drafting, editing, and formatting documents, reports, and presentations.
 - Maintain and update confidential files, records, and documents.
 - Maintains and prepares reports for county grants.
2. **Communication and Liaison:**
 - Act as the primary point of contact between County Board of Commissioners and internal/external stakeholders.

- Coordinate communications between County Board of Commissioners and other county departments, elected officials, and community organizations.
 - Assist in drafting and distributing official county communications and announcements.
3. **Office Management:**
- Maintain office supplies, equipment, and inventory.
 - Coordinate travel arrangements and logistics for County Commissioners and other executives.
 - Assist with budget tracking and expense reports.
 - Coordinate and assist with special projects as assigned.
4. **Records Management:**
- Ensure compliance with record-keeping and retention policies.
 - Organize, maintain, and archive official county records and documents.
 - Assist in responding to public records requests.
5. **Public Engagement:**
- Provide excellent customer service to citizens, visitors, and vendors.
 - Assist in planning and organizing public events, meetings, and public forums as needed.
 - Handle inquiries and concerns from the public in a professional and courteous manner.

Qualifications:

- Proven experience in executive-level administrative support at a county level.
- Strong organizational, time management, and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to handle confidential information with discretion and professionalism.
- Knowledge of county government operations and local regulations.

- Willingness to adapt to a dynamic work environment and take on new challenges as needed.

Application Process: Interested candidates should submit their resume, a cover letter detailing their qualifications, and three professional references to Dr. Karen Moore, Chairperson, kmoore@gladwincounty-mi.gov by November 3, 2023. Only selected candidates will be contacted for interviews.

Gladwin is an equal opportunity employer and is committed to promoting a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of responsibilities. The County reserves the right to revise this job description as needed.