

## **EXECUTIVE SECRETARY**

**Location: New Castle, DE**

**Salary: \$44,917 to \$52,844 (Grade L)  
(Commensurate with experience and skills)**

**Opening Date: August 11, 2017**

**Closing Date: August 25, 2017**

### **I. POSITION SUMMARY**

The Executive Secretary at the Delaware River and Bay Authority is responsible for providing support to a senior-level executive. The incumbent in this position provides administrative support and performs numerous duties which includes but not limited to scheduling, preparing correspondence, emailing, greeting visitors, routing callers, and answering questions and requests. This position also provides support at the monthly Board of Commissioners meetings. This position maintains highly professional relations with business contacts that may include persons at all levels within the Authority, related organizations, and the community through in person contact or by telephone. The nature of the work performed by the Executive Secretary is highly confidential and requires discretion at all times.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the day-to-day administrative affairs of the Executive's office
- Performs assigned administrative duties such as receives phone calls and visitors providing routine information and assistance; makes appointments and keeps schedules as directed; prepares memos, letters, and general correspondence for the Executive's signature to ensure accuracy and completeness
- Processes all incoming correspondence which includes opening/screening mail addressed to the Executive, answers routine mail independently and routes other mail with background material as necessary
- Prepares and distributes relevant materials to Commissioners in advance of Board meetings
- Takes minutes at Board meetings and provides support to Commissioners as needed
- Oversees the content management system that houses the Board of Commissioners' meeting materials (i.e., agenda, minutes, resolutions, etc.)
- Conducts research and provides recommendations in support of special projects
- Coordinates departmental communications, processes, and events as needed or as required
- Maintains and records time and attendance records for departmental personnel on a daily basis and verifies accruals and usages through a timekeeping software; confirms accruals and usages in conjunction with the Human Resources Department to verify accurate recordkeeping on an annual basis
- May supervise staff such as full-time and casual receptionist personnel; provides input to employee performance reviews and evaluations as necessary
- Other duties as assigned
- Provides the highest level of customer service and professionalism to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge in overseeing the functions of an executive office
- Ability to maintain confidentiality and exercise independent judgment and high level of discretion
- Ability to conduct the office in an orderly and professional manner including direct incoming and outgoing mail, answer telephones, greet visitors, etc.
- Proficient in establishing and maintaining effective working relationship with others, and effectively communicates with the public
- Demonstrated effective oral and written communication skills with the ability to communicate in clear and concise manner
- Proficiency in organizing and maintaining files; ability to prioritize and handle multiple assignments/projects simultaneously
- Ability to conduct research; strong data analysis, data entry, and data verification skills; proven attention to detail
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint); ability to learn and use other computer data base systems
- Ability to supervise effectively and provide clear instruction
- Ability to provide superior customer service

### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Associate's degree or relevant equivalent experience
- At least five (5) years of experience working in support of a senior executive, seven (7) years preferred
- Public sector experience preferred
- At least one (1) year supervisory experience preferred

### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid driver's license

### **VI. SPECIAL REQUIREMENTS**

- Subject to background investigation and pre-employment physical including drug-test
- May have occasion to travel to other Delaware River and Bay Authority facilities or company-sponsored events

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**