

Executive Assistant to the Superintendent

Available immediately

Applications accepted until filled

Provide high level administrative and confidential support to the Superintendent and other department directors. Prepare and maintain confidential reports and/or correspondence; gather and analyze information and prepares summaries. Schedule and prepare for meetings, type revisions, print or distribute documents as appropriate. Coordinate and assist with special projects, collaborating with the Superintendent and other department director(s) as needed. Update and remind directors as needed regarding goal tracking and staff evaluations.

Prepare and distribute agenda packets for 169 board. Post agendas, send notices for publication. Attend board meetings and act as recording secretary. Organize and retain resolutions and other board information. Take minutes at management meetings. maintain positive communication and coordination of information among departments.

Provide clerical assistance to director of human resources. Coordinate employee advisory meetings, emergency drills; ID badges; update handbook and crisis manual; record staff wellness activities; filing; maintain data bases and shared files; coordinate management and staff leadership development trainings, assist in employee surveys, etc.

Act as agency record retention officer to gather data, prepare forms, attend trainings and county meetings. Oversee scanning and electronic document retention, including updating file structure and completing random audits to assure documents are correctly filed. Serve as agency's HIPAA coordinator. Provide training to staff, properly respond to any violation, and update board policy as needed to comply with all legal requirements.

Fill in for receptionist as needed. Approve leave requests for management staff. Record administrative staff attendance. Assist Investigative Agent as needed with UI tracking and logs. Contact TV stations for closures and delays.

Wages commensurate with education & experience. Requires Associate's degree in business administration or related field or equivalent experience.

To Apply: Interested applicants should send a letter of interest, resume, and list of references to Lewis Hurst, Superintendent by email (lhurst@senecadd.org). **Please include "Executive Assistant" in email subject line** when submitting application or when reaching out with any questions.

The Seneca County Board of DD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.