



THE MARYLAND MUNICIPAL LEAGUE

The Association of Cities and Towns

Position Title: **EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR**

NATURE OF WORK

This is an administrative position reporting directly to the Executive Director. The Executive Assistant to the Executive Director performs a significant number of routine and complex clerical and administrative duties in support of the Executive Director and the Board of Directors. He/she assists the Executive Director with the administration of routine and specialized personnel matters. This work is subject to review according to the MML personnel policies through observation, reports and the results achieved.

EXAMPLES OF WORK

(The examples are for illustration only and not intended to be all-encompassing. All examples may not be performed by all incumbents in the classification.)

The Executive Assistant to the Executive Director....

1. Performs routine and complex word processing from dictation, transcription, hand written and other draft formats.
2. Establishes and maintains filing and related record keeping systems and serves as the custodian of all relevant documents to ensure adequate and accurate files and records are maintained for the managerial and administrative affairs of the MML.
3. Interfaces with internal and external customers and others having business with the Executive Director and Board of Directors, receives and screens telephone calls, greets visitors, schedules appointments and responds to inquiries and requests for information.
4. Prepares routine correspondence and reports exercising moderate latitude and judgment concerning content, presentation and structure.
5. Undertakes routine and moderately difficult inquiry, research and analysis of matters important to the Executive Director and reports the results and recommended actions to him/her.
6. Exercises judgment formulating the methods and relative priority of routine and special assignments and acts consistent with the managerial style, delegated discretion and intent of the Executive Director.
7. Acts as secretary to the Board of Directors by, among other things, taking and transcribing meeting minutes, coordinating reports to the Board, preparing, at the direction of the Executive Director the Board meeting agenda and related materials.

8. Serves as secretary to most MML formal membership meetings.
9. Assists the Executive Director with NLC activities and functions.
10. Coordinates travel itineraries for the Executive Director and applicable Board members.
11. Performs a variety of clerical functions to support management staff with all areas of MML activity including convention and conferences, legislative advocacy and member support.
12. Performs other duties and responsibilities as may be assigned by the Executive Director and are consistent with this position.
13. Provides event planning support for various meetings and luncheons.
14. Assists the Operations Manager with Strategic Partner coordination and solicitation
15. Assists the Finance Department with routine accounting functions, as necessary.

MINIMUM QUALIFICATIONS REQUIRED

A candidate for this position must be a college graduate, have the equivalent of at least one full year of post-secondary course work in business or related administrative curriculum and at least five (5) years of Senior Secretarial or Chief Administrative Assistant experience or an equivalent combination of relevant education, training and experience. He/she must maintain a valid drivers license.

REQUIRED KNOWLEDGE, SKILLS AND CAPABILITIES

An incumbent in this position consistently demonstrates...

1. Knowledge about the Maryland Municipal League e.g., the organization structure, annual, monthly, weekly or other recurring event cycles and the roles and responsibilities of various MML officials.
2. The ability to communicate clearly, concisely, and effectively orally, in writing, and by listening in the modes of conversation, speaking, talking on the telephone, and in preparing notes, memorandum, quality correspondence, and reports.
3. Courteous and respectful communications with all types of people in various circumstances, including situations where individuals may be agitated or under stress.
4. The skills to establish and maintain effective and pleasant working relationships with MML membership, Board members, other MML employees, and the Executive Director.
5. The ability to compose and format complex correspondence and to prepare, type, and proofread complex reports as to form and logic.
6. An ability to maintain confidential information.

7. Strong personal organization and planning skills so as to efficiently and effectively perform concurrent multiple tasks and areas of responsibilities.
8. An implementation of contemporary records management practices and the skills to implement and maintain office administrative systems (e.g., filing organization and routines, calendar management, reminders, coordination with others, complaint tracking) sufficient to meet the on-going needs of the Executive Director.
9. A strong proficiency in the use and application of information handling systems such as word processing, spread sheets, database management, file and records management and related office management applications.
10. Proficiency in the operation of contemporary and commonly available office machines and appliances.

ADDITIONAL DESIREABLE KNOWLEDGE, SKILLS & CAPABILITIES

1. Undergraduate degree in business administration or related field.
2. Working knowledge of and experience with Microsoft Office 365.
3. Knowledge and experience in small event planning and budgeting.
4. Social Media and Web Marketing.
5. CRM Software experience (e.g. MemberClicks).