



COMPASS

COMMUNITY PLANNING ASSOCIATION

of Southwest Idaho

EXECUTIVE ASSISTANT

POSITION OVERVIEW

Innovation, collaboration, inclusivity and proactivity are highly valued at COMPASS. The Executive Assistant monitors and coordinates the activities and directives of the Executive Director, Board of Directors, and Standing Committees. The Executive Assistant is an integral member of the administrative team and coordinates work priorities with all staff. Performs highly visible clerical and public contact work, often within limited time constraints. Provides a good public image for the agency and works with considerable independence of action in preparing meeting agendas and packets and meeting coordination.

EXAMPLES OF WORK

- Coordinate with COMPASS staff to collect, review, edit, and publish agendas and packets for the COMPASS Board of Directors and Standing Committees.
- Transcribe, review, edit, and publish official minutes from meetings of the COMPASS Board and Standing Committees.
- Coordinate the schedule and travel arrangements of the Executive Director.
- Interact frequently with the elected officials that comprise the COMPASS Board of Directors in a courteous and professional manner, and provide excellent customer service.
- Assist Director of Operations with organization, retention, and removal of agency records, in compliance with policy.
- Receive and route incoming calls as needed.
- Maintain inventory of general office supplies.

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING

- Proficiency with Microsoft Office applications
- Excellent proofreading, editing, grammatical, and spelling skills
- Excellent customer service skills
- Balance multiple competing priorities
- Exercise good judgment in resolving issues and answering questions as they arise
- Demonstrate a cooperative and collaborative attitude and work well with all levels of staff at COMPASS and its member agencies
- Familiarity with Public Records law and requirements for the State of Idaho
- Familiarity with the Open Meeting law and requirements for the State of Idaho.
- Public sector experience is preferred

SPECIAL REQUIREMENTS

- Must be available for periodic evening and weekend events and meetings
- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license

WORKING CONDITIONS

The physical effort characteristics and working environment 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.

- Occasionally lifting/carrying up to 25 pounds.
- Occasionally pushing/pulling up to 25 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand and walk
- Work environment includes inside and outside conditions
- Employees may drive a vehicle as part of this position, in various weather and road conditions
- Employees may work occasional evenings and/or weekends

CLASSIFICATION

This is a full time, non-exempt position.

HIRING SALARY RANGE

\$43,600 to \$47,925 (\$20.96 to 23.04 per hour), plus comprehensive benefits. Starting salary is dependent on skills, experience and education.

HOW TO APPLY

Submit resume and cover letter electronically to Meg Larsen at mlarsen@compassidaho.org.

The position is open until filled.

In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.

COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.