

**Educational Service Unit No. 6, Inc.**  
**Job Description**

**Job Title:** Professional Development Executive Assistant  
**Department:** Professional Development  
**Supervisor:** Director of Professional Development  
**FLSA Status:** Non-Exempt  
**Prepared By:** Professional Development  
**Prepared Date:** 11-17-20  
**Location:** Milford, NE

**SUMMARY**

Supports the Director of Professional Development and Professional Development department staff by managing administrative Professional Development functions. May also handle a wide variety of tasks involving the general assistant and administrative functions of the ESU 6 office when necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs general administrative assistant duties for the department
- Manages supervisor and department staff calendars
- Prepares and edits correspondence, communications, presentations and other documents
- Retrieves documents and reference materials
- Prepares responses to routine inquiries
- Maintains department web page
- Maintains and monitors professional development memberships
- Works closely with external customers
- Maintains close cooperation with internal customers
- Assists in data collection and collaboration for grant submission and state reporting
- Monitors, responds to and distributes incoming communications
- Creates and uploads posts for social network pages (Twitter & Facebook)
- Screens incoming calls and correspondence and responds independently when possible
- Arranges meetings, workshops, events, or conferences by arranging for facilities, caterers, issuing information, coordinates speakers, negotiates speaker fees, and monitors event budget
- Sets up for onsite workshops/meetings, including room arrangement, breakfast, lunch, snacks, copies, and materials needed on tables
- Directs preparation of records such as agenda, notices, and minutes for meetings
- Monitors department funds, expenses, and reconciles monthly reports
- Acts as custodian of department documents and records
- Composes and prepares confidential correspondence, reports, professional references and other documents
- Creates and maintains multiple database files

- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and completes meeting/conference/workshop registrations
- Maintains Professional Development Library
- Finalizes and publicizes documents and uploads to appropriate locale
- Monitors and purchases department supplies/materials
- Serves on essential committees as necessary
- Occasional training and coordinating of temporary staff as necessary
- Regular and reliable on-site attendance is an essential function of this job

## **SUPERVISORY RESPONSIBILITIES**

This job does not have specific supervisory responsibilities.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Continuous Learning** – Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and trends; requires minimal supervision; displays understanding of how a job relates to others; uses resources effectively.

**Use of Technology** – Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up to date.

**Design** – Generates creative documents/posts; demonstrates attention to detail.

**Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** – Communicates changes and progress; completes projects on time and budget.

**Customer Service** – Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

**Communications** – Expresses ideas and thoughts verbally as well as written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Cooperation** – Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Cost Consciousness** – Works within approved budget; conserves organizational resources.

**Diversity** – Shows respect and sensitivity for cultural differences.

**Ethics** – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

**Organizational Support** – Follows policies and procedures; supports organization's goals and values.

**Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Achievement Focus** – Sets and achieves goals; demonstrates persistence and overcomes obstacles.

**Personal Appearance** – Dresses appropriately for position.

**Attendance/Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate people with an alternate plan.

**Initiative** – Volunteers; open to increased responsibilities; asks for and offers help when needed.

**Judgement** – Supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

**Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** - High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills** - Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively with customers or employees of the organization.

**Mathematical Skills** - Ability to use an online calculator, Google sheets and excel to add, subtract, multiply, and divide in all units of measure to determine mathematical outcomes.

**Reasoning Ability** - Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in many situations.

**Computer Skills** - To perform this job successfully, an individual should have knowledge of Internet software, Google specific, Canvas, ability to learn outsourced database software, Microsoft software.

**Certificates, Licenses, Registrations** - Current driver's license.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 10 pounds and occasionally lift and/or move 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Work Environment** - The work environment characteristics 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.

The noise level in the work environment is usually quiet.

**Acknowledgements** The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.

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ACKNOWLEDGED: Supervisor Signature

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Date

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ACKNOWLEDGED: Employee Signature

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Date

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PRINT: Employee Name