



**Scope: DeSoto Parish Police Jury**

**Title: Executive Administrative  
Assistant to the Parish Administrator**

**Category: Administrative**

**Pay Range: \$23.00-30.00 per hour**

**Description:**

This staff member performs grant research/writing and highly responsible and detailed administrative support to the Parish Administrator. The position requires an individual with a comprehensive knowledge of appropriate organizational processes, programs, procedures and policies.

**Duties and Responsibilities:**

- Assists Administrator in grant research, preparation and administration. (50% +/- of workload)
- Assists Administrator with project development, implementation, and closeout.
- Assist the Administrator with preparing reports and correspondence associated with the operations of the Police Jury.
- Maintains calendar and schedules meetings and appointments for the Administrator.
- Schedules, creates agendas and prepares minutes for Department Head Meetings.
- Assists Administrator with communications and interfacing with Department Heads.
- Assists the Administrator with responding to special requests made by Jurors, staff, and the public.
- Assist the Administrator with public communications (website, media, etc.)
- Performs routine office functions including maintaining files.
- Contributes to team effort by accomplishing related duties as assigned.
- Coordinate in-house and public special events of the staff and jury on behalf of the Administrator.
- Assists Administrator with budget preparation and variances.
- Assists Administrator with processing and approving contracts, invoices, citations, CEAs, correspondence, mail, and similar documents.
- Represents the Administrator when he/she is unable to attend and/or participate in functions and events when directed to do so by the Administrator.
- Ability to preserve the confidentiality of sensitive issues and situations.

**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 ability required.

- Four (4) year bachelor's degree in related field and a minimum of ten (10) years of experience in a responsible related administrative position is preferred; or, two years (60 hours) of university studies in related field and a minimum of fifteen (15) years of experience in a responsible related administrative position, is preferred; or, a High School Diploma/GED equivalent and a minimum of twenty (20) years of experience in a responsible related administrative position, is required.
- Ability to function at an advanced level of computer proficiency including email, internet, word processing, spreadsheet, presentation, graphic, and database applications.
- Ability to interpret policies and procedures, plan and organize work and to establish and maintain effective work relationships.
- Strong interpersonal and both written and verbal communication skills.

- General knowledge of local governmental operations particularly Police Jury functions (e.g. Roads, Solid Waste, Buildings and Properties, Parks, Airport, Animal and Mosquito Control, Community Services, Human Resources, and Finance.)

**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 will experience physical requirements similar to those associated with a business office environment, travel and outdoor functions.