

POSITION DESCRIPTION

Title: Commission Executive Assistant

Department: Commission Administration
(Bay Minette, Fairhope, Foley, Central Annex)

Job Analysis: October 2019, August 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Administrative Services Manager (or Assistant Administrative Services Manager)

Subordinate Staff: None

Internal Contacts: General Public, Public Officers, and Co-workers

Status: Classified/Non-Exempt (312)

Job Summary

~~The Commission Executive Assistant for the Commission Administration Department serves to accomplish a myriad of clerical administrative duties to assist the Baldwin County Commissioners and as assigned by the Administrative Services Manager or the County Administrator. The position serves as a facility coordinator for the building/grounds and supervises the custodial staff in the facility/facilities.~~

The Commission Executive Assistant serves as the welcoming first point of contact for the County Commissioner's Office and acts as the main facility coordinator. This role provides comprehensive administrative support—managing calendars, scheduling, meetings, travel, and daily office operations. The ideal candidate is proactive, helpful, and anticipates the needs of leadership. They ensure the workplace runs smoothly, assist internal departments and tenants with facility requests, and maintain professional, solution-focused interactions with citizens.

Job Domains

A. Administrative Support

- ~~1. Submits agenda items for meetings and assists with meeting preparation as assigned.~~
- ~~2. Assists with recording proceedings for meetings, takes dictation/notes and transcribes and proofreads various meeting minutes, as requested.~~

- ~~3. Prepares and reviews agenda items, correspondence, reports, contracts, resolutions, proclamations, and other documents, as requested.~~
- ~~4. Accomplishes research as directed.~~
- ~~5. Assists with the application process for county alcohol licenses under the responsibility of County Commission, as requested.~~

1. Provide administrative support to the County Commissioner and leadership team, including calendar management, scheduling, meetings, and travel coordination.
2. Prepare agendas, correspondence, and meeting materials; maintain records, files, and documentation.
3. Manage daily office operations to ensure workflow continuity and organizational efficiency.
4. Plan and coordinate logistics for meetings and public interactions.
5. Anticipate needs of leadership and proactively offer support to staff, tenants, and citizens to keep processes flowing effectively.

~~A. Administrative/Clerical Assistance to a County Commissioner~~

- ~~1. Performs various administrative and secretarial duties for the Commissioners.~~
- ~~2. Maintains calendars, scheduling, communication and coordination of appointments, meetings, travel reservations and events for the Commissioners.~~
- ~~3. Maintains a filing system for the Commission Office, with emphasis on organization.~~
- ~~4. Properly disseminates, files and archives all incoming/outgoing correspondence requisitions/invoices for purchases, Commissioners' expense reports and travel documents, and other documentation related to the daily operations of the office.~~
- ~~5. Drafts routine correspondence and emails as requested by Commissioners and communicates with various agencies, departments and the general public for the Commissioner, as requested, with professionalism, tact and with a strong emphasis on responsiveness and customer service.~~
- ~~6. Effectively interfaces with all levels of management, elected officials, various departments/agencies, and the general public to promote professional relationships and positive image for the County Commission Office.~~

B. Facility Coordinator

- ~~2. Coordinates operations of the primary workplace facility, if applicable, or as requested by the Administrative Services Manager or County Administrator.~~
- ~~3. Oversees and coordinates general day-to-day facility operations with facility tenants, Public Officers and the public with kindness, professionalism, tact and with a strong emphasis on responsiveness and customer service.~~
- ~~4. Supervises custodians only at the primary workplace, if applicable, or as requested by the Administrative Services Manager or County Administrator.~~
- ~~5. Maintains office and cleaning supplies inventory and prepares requisitions for the same. (Spending authorization will always be applicable as approved by the Administrative Services Manager or County Administrator and on file in the Budget/Purchasing office).~~
- ~~6. Regularly inspects the facilities for maintenance and cleanliness.~~

- ~~7. Coordinates building maintenance/grounds upkeep for assigned facilities and communicates necessary information related to building/grounds maintenance with facility tenants and appropriate contact persons, with emphasis on responsiveness.~~
- ~~8. Responsible for reservations of the public meeting rooms in the facility and coordination of meeting/event requests.~~
- ~~9. Monitors fuel tank levels and orders fuel (if applicable) for the facility.~~
- ~~10. Responsible for the dissemination of mail (internal and external) to all offices and tenants in the facility and the mail room equipment maintenance, if applicable.~~
- ~~11. Maintains current files/contact lists on facility tenants and conducts annual meetings for tenants regarding safety and emergency procedures for the facility.~~
- ~~12. Serves as a shelter manager for the facility (if applicable) when the facility is used as an electrical support shelter (shelter of last resort).~~

1. Support internal departments and tenants with facility-related needs.
2. Respond to maintenance requests, track issues, and ensure all facility and janitorial needs are documented and submitted through the work-order system.
3. Review facility-related budget accounts, monitor expenditures, identify needs, and assist with annual budget planning.
4. Maintain inventory of office and facility supplies; prepare requisitions and review vendor invoices for accuracy.
5. Manage meeting room reservations, mail distribution, postage reports, and fuel ordering (if applicable).
6. Maintain tenant contact lists, support safety and emergency communication, and serve as shelter manager when required.

C. Reception and ~~Referral~~ Customer Service

- ~~1. Greets visitors to the office, offers assistance/direction to appropriate personnel or departments and assures they are comfortable if they must wait, with emphasis on customer service.~~
 - ~~2. Answers all incoming calls to the office and relays detailed information/messages accurately to the appropriate person/department.~~
 - ~~3. Provides information to general inquiries.~~
 - ~~4. Assists the public and discusses problems and complaints tactfully, courteously and effectively.~~
1. Serve as the first point of contact for citizens, visitors, internal departments, and tenants.
 2. Handle inquiries with professionalism, clarity, and a strong service-focused approach.
 3. Maintain a positive, solution-oriented environment in all interactions ensuring every interaction reflects the County's commitment to public service.
 4. Maintain a neat, organized office and reception area that provides a positive experience for all visitors.

Knowledge, Skills & Abilities

(Any item with an asterisk will be taught/provided on the job)

- ~~1. Knowledge of basic high school mathematics, basic bookkeeping procedures and basic internet usage.~~
- ~~2. A good working knowledge of English grammar, composition, and spelling within acceptable standards of quality and accuracy.~~
- ~~3. A good working knowledge of general office practices, procedures, equipment and software (Microsoft Office, Adobe, email, *agenda management software).~~
- ~~4. Ability to take dictation and type a minimum of fifty (50) words per minute within an acceptable standard of quality and accuracy.~~
- ~~5. Ability to maintain effective and positive working relationships with public officers, facility tenants, supervisors, co-workers and general public.~~
- ~~6. Skills to read, understand and compile printed reports and research assignments.~~
- ~~7. *Knowledge of County Commission activities.~~
- ~~8. *Notary Public in the State of Alabama (must be bondable).~~
- ~~9. Knowledge of filing procedures.~~
- ~~10. Knowledge and ability to operate office machinery, computers and general software.~~
- ~~11. Strong interpersonal and communication skills (both written and verbal) and the ability to communicate and work effectively in assisting other county departments, elected officials and the public.~~
- ~~12. Must be self-motivated and have the ability to use independent judgement to gather, manage and impart information in a timely manner as requested.~~
- ~~13. Ability to multitask and perform job duties under multiple, reoccurring deadlines.~~
- ~~14. Ability to quickly acclimate and re-direct focus of work, depending on changes of County Commission activities and changing work environment.~~
- ~~15. Strong organizational and time management skills.~~

1. Strong technical proficiency; comfortable using modern office software, cloud platforms, databases, and digital communication tools.
2. Ability to quickly research information, identify solutions, and apply sound judgment.
3. Highly resourceful, with strong problem-solving abilities and capacity to anticipate needs. Collaborative, adaptable, and willing to assist wherever needed to keep operations running smoothly.
4. Excellent communication skills—clear, courteous, and professional in person, by phone, and in writing.
5. Strong organizational and time-management skills; able to manage multiple tasks and deadlines.
6. Ability to maintain confidentiality and handle sensitive information appropriately.
7. Detail-oriented with dependable follow-through on tasks and issues.
8. **Knowledge of Commission operations and Notary Public certification (or ability to obtain).*

Other Characteristics

- ~~1. Willing to work overtime or non-standard hours when necessary.~~
- ~~2. Willing to travel for the purposes of professional development.~~
- ~~3. Ability to work under stress of multiple, reoccurring deadlines.~~

1. Willingness to work overtime or non-standard hours, when necessary.
2. Willingness to travel for professional development, as needed.

Minimum Qualifications

1. Five (5) years of administrative/secretarial experience.
2. Valid driver's license.
3. High school diploma or equivalent.