



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: SENIOR EXECUTIVE ASSISTANT TO COMMISSIONERS** COMMISSIONERS OFFICE

Join our team as the Senior Executive Assistant to the Commissioners. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

#### **SCOPE OF POSITION:**

The Senior Executive Assistant to the Commissioners performs management and complex administrative duties in support of the work of the Board of Commissioners Office.

#### **ESSENTIAL JOB FUNCTIONS:**

- Acts as a liaison between Commissioners, members of the public, county departments and officials, and others.
- Interprets and responds to inquiries on complex policy and decisions of the Board of Commissioners on behalf of the Board.
- Collects and compiles information for specific decision-making or problem resolution purposes for Commissioners, individually and collectively; develops information regarding county government activities in general and the Board of Commissioners in particular, for use by the Board of Commissioners or for the benefit of the public.
- Works to ensure that the Office of the Board of Commissioners operates in total compliance with the Open Records and Open Meetings laws of the State of New Hampshire, meeting all deadlines without exception.
- Coordinate the daily, weekly and monthly schedule of the Board of Commissioners.
- Serves as the recording secretary, taking minutes of the Board of Commissioners meetings and other meetings that accurately reflect actions the Board takes.
- Responds to inquiries from staff, agencies, media and the general public relative to policies and procedures and programs of the County.
- Oversees the development and preparation of Board of Commissioners meetings, agendas and supporting materials and posts as required by law.
- Develops and manages the annual departmental budget and ensures compliance with established laws and regulations governing the expenditure of public funds and the acquisition of goods and services.
- Grants management activities including application management to award management.
- Website Administrator for County Website.
- Initiates and researches for the Board of Commissioners current events, legislation, legal issues, and efficiency issues affecting the County.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Associate's degree from an accredited college or university.
- Three to six years of experience supporting Executive level management, preferably in government and/or municipality and/or training or equivalent combination of education and experience.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly.
- Proficient in Microsoft Office (Outlook, Word, Excel and Powerpoint), Adobe Acrobat and social media web platforms.
- Outstanding written and verbal communication skills.
- Strong interpersonal skills, highly resourceful team-player with the ability to build relationships.
- Proven ability to handle confidential information with discretion and adaptability to various competing demands.
- Must be able to obtain and maintain a Justice of the Peace Commission.

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**SALARY RANGE:** \$49,753.60 - \$68,868.80 per year dependent upon experience

**STATUS/SHIFT:** Full Time / First Shift; may require hours outside of regular workday

**SUBMISSION REQUIREMENTS:** Employment application and resume required.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

***Equal Employment Opportunity***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.