

**VACANT POSITION  
DEPARTMENT: ADMINISTRATION**

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION TO:

employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office

CLOSING DATE: Open until position is filled

**Job Title:** Senior Executive Assistant (Position No. 1014)  
**Salary:** Pay Grade: 13, \$51,708.80  
Provisions of the Personnel Ordinance for promotion/demotion  
**Work Schedule:** 8:00 am - 5:00 pm; M-F, some night meetings

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Must demonstrate proficiency in Microsoft Office and other standard office productivity tools, along with strong written and verbal communication skills. A bachelor's degree in Public Administration, Business Administration, Management, Organizational Leadership, Communications, Information Systems, or a closely related field is required; or an associate's degree combined with a minimum of five (5) years of progressively responsible experience in executive or senior-level administrative support or a closely related role. An equivalent combination of education, training, and professional experience that provides the required knowledge, skills, and abilities will also be considered. Must be proficient in the use of departmental software systems and computer applications.

**GENERAL STATEMENT OF JOB:** Under limited supervision, the Senior Executive Assistant is responsible for performing a wide range of advanced administrative and executive-level support duties for the County Manager, assisting in the implementation and administration of policies established by the Board of Commissioners. This position reports directly to the County Manager.

**PHYSICAL REQUIREMENTS:** Must be physically capable of operating a variety of modern office technologies, including multi-line or mobile telephones, multifunction copiers/scanners, computers and standard software applications, printers, and calculators. Must be able to use body movements to lift, move, or carry objects and materials. The position requires the ability to exert up to twenty (20) pounds of force occasionally and up to ten (10) pounds of force frequently. Physical demand requirements are consistent with those of sedentary work. These functions may be performed with or without reasonable accommodation in accordance with the Americans with Disabilities Act (ADA).

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

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Provides executive administrative support to the County Manager, including drafting correspondence, preparing documents, maintaining records and files, and coordinating meetings and appointments.

Serves as the primary receptionist for the County Manager by receiving, screening, and routing telephone calls, as well as greeting and directing visitors.

Attends Board of Commissioners meetings as required, supports the completion of recorded minutes and finalized minutes for review and approval by the County Manager.

Supports the County Manager in preparing agenda items. Ensures agendas for all regular and specially called meetings of the Commissioners, as well as meetings of Boards, Authorities, or Commissions appointed by the Board are posted at the meeting location at least twenty-four hours in advance, in accordance with Georgia's Open Meetings and Open Records Laws.

Ensures timely notification to news media of all Special Called Meetings within the required twenty-four-hour timeframe and posts meeting notices at the designated locations, as mandated by Georgia's Open Meetings and Open Records Laws.

Compiles, updates, and revises agendas, ordinances, resolutions, and related documents upon receiving proper approval from the County Manager.

Responsible for submitting adopted ordinances and Board of Commissioners minutes to the Municipal Code Corporation for codification.

Maintains all ordinances, codes, contracts, legal notices, and related documents issued by the County or received for processing, implementation, or further action.

Arranges hotel and motel reservations for the Board of Commissioners, County Manager, and Assistant County Manager for conferences, seminars, and similar events, and resolves any billing discrepancies.

Processes registrations for the Board of Commissioners, County Manager, and Assistant County Manager for conferences, seminars, workshops, and related events.

Responds to inquiries and complaints by directing individuals to the appropriate department or agency.

Maintains an updated list of Board appointments and prepares Certificates of Appointment and letters of appointment.

Prepares, maintains, and distributes monthly event calendars, including meetings and schedules for conference and meeting room use.

Maintains and updates a directory of telephone extension numbers for all offices and speed-dial listings for Administration.

Serves as a Notary Public.

Must be willing to participate in required training to obtain Georgia Certified Clerk status, with the expectation of achieving certification within one to two years.

Performs other related duties as assigned.

February 19, 2026  
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