



**COUNTY OF CARROLL**  
OFFICE OF THE COMMISSIONERS  
Administration Building  
95 Water Village Road Box #1  
Ossipee, New Hampshire 03864  
Phone 603-539-7751 • Fax 603-539-4287  
Commissioners@CarrollCountyNH.net  
www.CarrollCountyNH.net



## **CARROLL COUNTY POSITION DESCRIPTION**

**Position Title:** Executive Coordinator  
**Department:** Commissioners' Office  
**Reports to:** County Commissioners  
**FLSA:** Exempt

### **Primary Purpose**

The Executive Coordinator provides strategic support to aid the Carroll County Board of Commissioners and Carroll County Delegation in fulfilling their statutory responsibilities with particular emphasis on scheduling, management of administrative tasks, planning, research, writing, and project management. The position also provides support to the business, finance, and human resource offices and plays a key role in promoting a sustainable, professional, organized, and collaborative atmosphere.

### **Duties and Responsibilities**

- Prepare notices, advertisements, and mailings as required for all meetings of the Board of Commissioners, Convention, related subcommittees, and public hearings
- Prepare and distribute the agenda with all relevant supporting documentation
- Attend all meetings and prepare and disseminate meeting minutes
- Maintain indexed, accessible file of meeting minutes and supporting documents as a matter of public record both in print and electronic form
- Compose, edit, proofread, and format letters, correspondence, reports, and other written materials.
- Maintain the County website
- Process 91-A requests in accordance with State law and County policy
- Maintain and keep relevant an office procedure manual detailing the methods used to accomplish all business functions in the commissioners' office
- Maintain and keep relevant Delegation and Commissioners' handbooks
- Schedule appointments and may coordinate trainings and workshops
- Perform research and report on budgetary matters or specific issues as requested by the commissioners, executive committee, subcommittees, and delegation
- Advance the implementation and compliance of policies and achievement of goals and objectives of the Board of Commissioners
- Serves as liaison to facilitate communication between commissioners, delegation, elected officials (local, state and county), department heads, state agencies, service organizations, non-profit agencies, and the general public

- Provides additional support during the annual County budget process including scheduling, collating and disseminating information, and preparing minutes for all budget meetings of the commissioners and subcommittees
- With the commission clerk, responsible for preparation of the annual report

**Required Knowledge, Skills and Abilities**

- Friendly and professional demeanor
- Strong organizational, project management and problem-solving skills
- Ability to communicate effectively through oral and written mediums.
- Ability to work both independently with minimal supervision and collaboratively as part of a team.
- Ability to exercise extreme discretion, maintain confidentiality, demonstrate good judgment and trustworthiness
- Ability to read and interpret applicable laws, rules, regulations, codes, guidelines, policies, and procedures.
- Skilled in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals
- Ability to utilize computer technology used for communication, data gathering and reporting, including Microsoft Office Suite, databases, email, internet research, remote meeting platforms and other applicable programs
- Ability to work with frequent interruptions and respond appropriately to unexpected issues

**Education and Experience**

Associate Degree in Business or a related field required (Bachelor’s degree preferred) with an average of three to five years working in a municipal setting.

**Performs Related Duties**

Carries out other tasks as requested in situations where additional support may be required.

**ESSENTIAL JOB FUNCTIONS: (1)**

**Physical Demands:**

Reaching (overhead)	Yes
Handling	Yes
Fingering	Yes
Feeling	Yes
Talking or Hearing	Yes
Seeing	Yes
Standing	0-33%
Walking	0-33%
Sitting	67-100%
Pulling	20
Lifting	20
Carrying	20
Pushing	20
Climbing (stairs)	Yes

Balancing	Yes
Stooping	Yes
Kneeling	No
Crouching	No
Crawling	No
Twisting	No

**(2) Location of Job Activities:**

Outside 0%  
 Inside 100%

**(3) Environmental Conditions:**

Extreme heat with or without temperature changes	No
Extreme cold with or without temperature changes	No
Wet or humid	No
Noise and/or vibrations	No
Hazards (chemical, mechanical, radiant energy)	No
Explosives, burns, electrical, other	No
Atmospheric conditions -	
Fumes, poor ventilation, mists, dust, odors, gas	No
Unprotected heights	No
Moving machinery	No
Operating automotive equipment	No
Operating foot controls	No
Uneven ground	No
Protective clothing (list)	No
(gowns, masks, gloves in accordance with policy)	

**(4) Work Situations:**

Measurable or verifiable criteria	Yes
Dealing with people	Yes
Repetitive and continuous	Yes
Performing under stress	Yes
Set limits, tolerance or standards	Yes
Problem solving	Yes
Comparing	Yes

If you are under 18 years of age, there may be some essential functions of the job which you are restricted from performing due to regulatory requirements. Please advise your supervisor if you are under 18.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee. I certify that I am able to perform the essential functions of this position with or without reasonable accommodation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_