

Job Posting

EXECUTIVE COORDINATOR

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.

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
- Proficiency in collaboration and delegation of duties
- 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.

This is an FLSA exempt position with a salary range of \$57,000 to \$65,000; starting pay commensurate with qualifications.

Please submit resume and letter of intent together with a Carroll County application, which can be downloaded from our website at: www.carrollcountynh.net no later than 4:00pm Monday, June 1, 2020.

Send resume and letter of interest to:

Carroll County Commissioners
Attn: Human Resources Director Position
95 Water Village Road, Box #1
Ossipee, NH 03864
Phone: 603-539-1803 Confidential HR Fax: 603-539-9297
lheaton@CarrollCountyNH.net

Carroll County takes pride in being an Equal Opportunity Employer
Posted Date: 5/21/2020 Close Date: 6/1/2020