

YAZOO MISSISSIPPI DELTA LEVEE BOARD

EMPLOYEE PERFORMANCE APPRAISAL JOB DUTIES AND EXPECTATIONS FORM

FORM EPA-001 (10/13)

RATING IMPROVEMENT: 5. HIGH QUALITY PERFORMANCE 4. SATISFACTORY 3. NEEDS IMPROVEMENT

2. NOT SATISFACTORY

1. NOT

OBSERVED

EMPLOYEE NAME: _____

EMPLOYEE NUMBER: _____

POSITION: Executive Assistant, Board Secretary, Receptionist

DEPARTMENT: Office and Administration

EMPLOYMENT DATE: _____

PERIOD OF REVIEW FROM _____ TO _____

EXECUTIVE ASSISTANT, BOARD SECRETARY, and RECEPTIONIST JOB DUTIES AND EXPECTATIONS

- Proficient in Microsoft Word. _____
- Take Notes and Transcribe for Board Minutes. _____
- Comply with all Agency Policies and Procedures. _____
- Follow YMD Levee Board chain of command policy. _____
- Report to work on time and work all scheduled hours as assigned by immediate supervisor. _____
- Provide Technical Assistance to all other departments as needed or requested. _____
- Works well and gets along with all co-workers. _____
- Perform any and all other duties as assigned by immediate supervisor. _____
- Have and promote a positive attitude toward work. _____
- Order and maintain basic office supplies for departments. _____
- Answer telephone and take messages. _____
- Greet, assist, direct public/visitors as needed. _____
- Set up travel for board members and staff. (Registration, transportation, hotel, and travel packet) _____
- Keep files on all incoming and outgoing correspondence. _____
- Assist with annual levee inspection. (Scheduling, invitations, food, booklet & bags) _____
- Take notes, transcribe, and compile Board Minutes for all board meetings. _____
(Final minutes and Official record book)
- Assist Chief Engineer with all phone calls, email, and incoming and outgoing correspondence. _____
- Assist Chief Engineer with setting up any needed meetings dealing with Levee Board issues. _____
- Newspaper Advertisements. (Bids, Advalorem Taxes, Budget, Emergency Notices) _____
- Maintain bid files (Advertisement, specifications, and final letter notifications) _____
- Keep all Board Minutes current and saved on computer. _____
- Sort and distribute all incoming-outgoing mail for departments. _____
- Assist Chief Engineer with all secretarial duties. _____
- Assist Board President and Vice President, & Board Members with any needed board meeting issues.(Committee scheduling, policy & handouts) _____
- Help keep board room neat and organized for board meetings.(Board packets and refreshments) _____
- Manage/organize janitorial employee and supplies. _____
- Notary Public.
- Bonded for Notary Public and Board Secretary