

## BOARD OF COMMISSIONERS

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**James S. O'Rourke**, District #2  
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**Kama Ross**, District #5  
**Gwenne Allgaier**, District #6  
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**Deborah Allen**, County Administrator

Leelanau County Government Center  
8527 E. Government Center Drive, Suite #101  
Suttons Bay, Michigan 49682  
(231) 256-9711 ♦ (866) 256-9711 toll free  
(231) 256-0120 fax  
www.leelanau.gov ♦ dallen@leelanau.gov

# JOB POSTING

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (35 hours per week with some evenings) **Executive Assistant** for the County Administrator.

This non-union, at-will position has full County benefits, including medical, dental, and vision insurance, and a pension plan, with an incoming salary starting at \$56,422.59. A link to the job description and online application can be found on the County website ([www.leelanau.gov](http://www.leelanau.gov)) on the "Employment Opportunities" page, listed under "Quick Links." Any attachments must be in a PDF-format.

Inquiries can be directed to:

**Heather Cade, Human Resources Director**  
8527 E. Government Center Dr., Suite #101  
Suttons Bay, MI 49682  
[hcade@leelanau.gov](mailto:hcade@leelanau.gov)  
231-256-8114

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

**Education:** Minimum requirement of a high school diploma or equivalent and some vocational or specialized training in a related field such as secretarial science.

### **Experience and Qualifications:**

- Minimum of five (5) years administrative experience.
- Agenda, bids and governmental board experience.
- Thorough knowledge of the principles and procedures of professional office management, County services, organizational structure and general operations to effectively direct and assist the public.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to effectively communicate and exercise a high degree of diplomacy and confidentiality; establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public and other employees.
- Knowledge of current record keeping practices, software and equipment.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

*Leelanau County is an Equal Opportunity Employer*