

PRESIDENT:

Cory Kief

EXECUTIVE DIRECTOR:

Dwayne Bourgeois

COMMISSIONERS:

Timothy Allen

Louis Andolsek, Jr.

Rodney Foret

Cory Kief

Darcy Kiffe

Kenney Matherne

Adley Peltier

Elmo Pitre, III

Robert Pitre

Joni Tuck



Employment Opportunity

Executive Assistant

The North Lafourche Conservation, Levee and Drainage District, or simply the North Lafourche Levee District (NLLD), is responsible for improving flood protection from the Intracoastal Waterway in Larose to the northern edge of Lafourche Parish.

The NLLD is currently seeking to employ an individual for a new position of Executive Assistant. The Executive Assistant will be responsible for assisting in the day to day operations of the District with additional responsibilities in developmental projects of the District. The Executive Assistant will be working with and report directly to the Executive Director.

Job Description

An experienced Executive Assistant will provide administrative, secretarial and clerical support to the efforts of the Executive Director to maintain an efficient office environment and further the charge and mission of the District. The ideal candidate will be a good communicator, will be well organized and will have demonstrable experience working in an office environment, along with an understanding of the operations of a public sector agency, the laws governing public agencies, and the State and Federal Legislative, interagency and funding processes. The job will require some travel in State and occasionally out of State

Responsibilities

- Assisting in answering phones and transfer to the appropriate staff member. Take and distribute accurate phone messages.
- Frame up current topics and provide information and data to outreach services for public outreach and education efforts. This includes working with and reviewing publications of the District.
- Maintain Director filing and storage systems (paper and electronic).
- Act as the point of contact for tracking and maintaining the Director's calendar and schedule of events and deadlines. Track legislative calendars and plan meetings. Plan and organize meetings, appointments and events for staff and others as directed. This would include making travel arrangements for the same as applicable.
- Type documents, reports and correspondence as directed.
- Taking and producing meeting Minutes and notes.
- Filing and retrieving agency records, documents and reports.

- Preparing meeting agendas and preparing for meetings.
- Greeting visitors and deciding if, who and when they should meet with staff as appropriate / available.
- Reading & analyzing incoming correspondence and distributing them as needed.
- Provide General Administrative Support.
- Gather and produce research data on projects as directed. This would include research into current laws governing District operations.
- Development of operational policies.

Requirements

- High School Diploma or equivalent
- BS Degree in related studies
- Previous office experience may be requested.
- Competent computer skills including MS Office.
- Internet skills including use of e-mails, group messaging and data collection and research.
- Working knowledge of State and Federal Agency structure, a plus.
- Knowledge of local intergovernmental structure and geography a plus.
- Great organization and planning skills.
- A proactive approach to problem solving with strong decision-making skills.
- Work management and prioritizing skills.
- Professional level verbal and written communication skills.
- Attention to detail and accuracy.
- Reliability and ability to work as part of a team to accomplish a task.

Salary will commensurate with experience. Interested individuals should mail résumé and references to: NLCLDD, Attn: Executive Assistant, P.O. Box 309, Thibodaux, LA 70302-0309. Résumés must be received by Wednesday, April 24, 2019, to be considered.