



Franklin County Government

Accepting Application for the position

Executive Secretary to County Mayor

Opening Dates: 06/01/2026

Closing Date: 6/9/2026

Position Summary

The Executive Secretary to the County Mayor serves as a key administrative support position within the County Mayor's Office. This position works directly under the direction of the County Mayor and assists with daily operations, communication, scheduling, public interaction, and administrative functions necessary to support county government activities.

The ideal candidate will possess strong organizational, interpersonal, and decision-making skills, along with the ability to manage multiple priorities in a fast-paced environment while maintaining confidentiality and professionalism.

Essential Duties and Responsibilities

Responsibilities include, but are not limited to:

- Answer telephone calls and greet visitors in a professional and courteous manner.
- Direct callers and visitors to the appropriate department or individual.
- Prioritize phone calls and relay messages in the County Mayor's absence.
- Maintain the County Mayor's electronic and paper calendars, including appointments, meetings, conferences, ribbon cuttings, and county functions.
- Coordinate and schedule county meetings and meeting room reservations.
- Process incoming and outgoing mail and sign for deliveries/packages.
- Prepare certificates, proclamations, correspondence, reports, meeting minutes, legal notices, and related documents.
- Maintain records and minutes for various committee meetings.
- Assist with travel arrangements for the County Mayor.
- Maintain the public notice board.
- Manage social media accounts for the County Mayor's Office.
- Assist with County Mayor email correspondence and communications.
- Update and maintain the internal county phone directory.
- Coordinate and plan events, including the Mayor's Roundtable meetings.
- Assist with Committee recommendations.
- Help maintain the County key box.
- Handle correspondence during holiday office closures.
- Issue press releases when necessary.
- Perform general clerical and administrative duties including filing, copying, scanning, faxing, and maintaining records.
- Perform additional duties as assigned.

Qualifications

- High school diploma or GED required; associate degree or higher preferred.
- Considerable experience in administrative support or office management preferred.
- Strong knowledge of office procedures and administrative practices.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office and general office technology.
- Ability to maintain confidentiality and exercise sound judgment.
- Knowledge of county government operations and functions preferred.
- Ability to work effectively with elected officials, employees, and the public.

Skills and Abilities

- Excellent customer service and interpersonal skills.
- Strong attention to detail and accuracy.
- Ability to prioritize tasks and meet deadlines.
- Ability to work independently and as part of a team.

Application Information

Interested applicants should submit a completed application and resume to the County Human Resource Director, Heather Morgan by the posted deadline.

**Email Resume to: heathermorgan@franklincotn.gov
Subject: Executive Secretary**

Applicant will be required to pass a pre-employment drug screen and have a valid state driver's license.

Franklin County Government provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws