



CLASSIFICATION NO. 629
Established: 2/18
FLSA: Non-Exempt
EEO: 5

EXECUTIVE ASSISTANT

CLASS CHARACTERISTICS

Under general supervision, to perform a variety of complex and confidential administrative support functions for an executive-level management position; to interact with high level internal and external customers; to assist in budget preparation and control; to conduct complex, confidential studies and special projects on behalf of management; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant is used by County departments for positions which provide confidential and complex administrative duties in support of executive management. Executive Assistants are responsible to routinely and regularly assist management with sensitive information and processes associated with employee discipline and grievances, collective bargaining issues and budget issues related to the workforce. Positions serve as the first point of contact and represents/communicates on behalf of the executive management position, regularly interact with high level internal and external customers, and conduct research, studies, and special projects to assist the executive in developing and meeting immediate and long range fiscal and operating goals.

The Executive Assistant differs from Administrative Specialist classifications which are not routinely involved in the research, compilation, review, editing and redrafting of disciplinary actions, investigation findings, and information directly related to grievance handling or collective bargaining.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs confidential tasks related to collective bargaining, processing of employee grievances and disciplinary strategy formulation; researches, compiles, analyzes, and summarizes data for confidential, sensitive, and special projects and reports; attends bargaining sessions and maintains written record; recommends issues to be addressed through negotiations; reviews and analyzes contract language proposals for impact of costs and implementation.
2. Assists executive with administrative duties; represents and acts on behalf of executive at various meetings and conferences; prepares, compiles or edits reports and other materials for use in operational planning and processes, presentations, and public meetings; manages calendar and coordinates and schedules various appointments, meetings, events, and conferences; compiles expense reports and prepares post-travel memoranda.

3. Establishes, analyzes, revises, recommends, and implements administrative, office and fiscal procedures, systems and workflow processes; monitors activities to ensure conformance with adopted department work plans; analyzes existing methods, identifies alternatives, justifies and recommends improvements to practices and procedures, and coordinates department functions; develops and maintains operating or procedures manuals.
4. Provides a high level of customer service to internal and external customers at all times; prioritizes and summarizes critical or urgent issues directed to the executive; directs inquiries from the public, employees, management, and other staff to appropriate individuals other than the executive; conducts follow-up investigations on unresolved complaints; may prioritize, reallocate time, and schedule for department management.
5. Independently assists in a variety of department operations; may lead high-level, complex special projects and events on behalf of the executive that typically span across departments.
6. Regularly handles highly sensitive and/or confidential matters; acts as liaison to County's centralized human resources administration; researches personnel rules, issues and processes to provide information to department management and staff; under direction, prepares sensitive correspondence regarding discipline, grievances and discharge; completes forms and monitors personnel processes for compliance with County policies and procedures; completes and audits department/division payroll time sheets for reporting errors; applies staff time to appropriate budget/project numbers; develops and maintains department/division employee records.
7. Prepares and/or coordinates annual and supplemental budget documents within established budgetary and operational regulations and guidelines; compiles budget information from management staff; prepares budget adjustments and recommendations, including analyzing and/or estimating resources and needs; administers budget line items as assigned; monitors budget requests, expenditures and revenues for accuracy and appropriate budget accounts; maintains internal fiscal records.
8. Participates in the administration and preparation of contract documents, grant applications and bid materials; provides administrative review of vendor/contractor performance to ensure compliance with contract provisions and timelines; prepares, reviews and/or coordinates required paperwork to ensure inclusion of current information and required documentation.
9. May act as department liaison to elected officials for policy sessions and business meeting agendas; coordinates scheduling; composes, reviews, and modifies staff reports, contracts, and supporting documents to ensure policy conformance, accuracy, and completeness.
10. May train, schedule, lead, and oversee the work of support staff; assigns and reviews work; may participate in the hiring of staff and/or preparing performance evaluations.
11. May supervise the work of support staff; interviews and selects new employees; prepares and conducts performance evaluations and disciplinary actions; responds to employee discipline problems and grievances; conducts and/or facilitates staff training and development programs; approves absences and overtime.

REQUIRED KNOWLEDGE AND SKILLS

Considerable knowledge of: Principles and procedures of office management and administration; English spelling, punctuation, grammar, and composition; arithmetic, clerical/accounting, principles and processes; general care and operation of the equipment used and their functions/capabilities.

Thorough knowledge of: Techniques and principles of supervision and training; public relations techniques and concepts; applicable program policies and procedures and/or rules, regulations and statutes depending upon assignment of duties and responsibilities.

Working knowledge of: Fiscal monitoring and planning methods; governmental budgeting techniques and procedures; research techniques and procedures; office equipment, including computer systems and software programs such as word processing and spreadsheets; statistical calculations.

Skill to: Organize and maintain office/administrative systems and procedures; understand, interpret and apply County and department policies and procedures, and technical materials; communicate effectively, both orally and in writing; compose correspondence requiring a high degree of initiative and judgment; conduct independent research; define administrative problems and recommend and implement solutions; collect, evaluate and summarize data; prepare and present clear and concise reports; establish and maintain effective working relationships with County employees and officials, contracted service providers, other governmental agencies, citizen groups and the public; operate office equipment; lead or supervise the work of assigned staff.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

Some positions require a pre-employment drug test. All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an

acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/19