

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Executive Assistant
ALLOCATION: County-Wide
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: January 2008
REVISED:

JOB SUMMARY:

Under general supervision provides varied, complex and often sensitive administrative support to a department head requiring the frequent use of tact, discretion, initiative, and independent judgment; compiles a variety of statistical and informational data; may provide project or day-to-day direction to an office support staff, as required; responsibilities include attending meetings, often involving contact with government officials, the Board of Supervisors and Commissions, representatives of business or community organizations, the public, and all levels of County personnel to exchange information and explain administrative policies and procedures and performs other duties as assigned.

This is the advanced-journey para-professional level in the administrative series.

CLASS CHARACTERISTICS:

This position reports directly to an assigned Department Head. This class is distinguished from the Executive Assistant to the County Administrator as the scope of responsibilities of the latter requires the incumbent to possess extensive knowledge of unique, diverse and complex issues and daily events of a highly sensitive nature. This class is distinguished from the Executive Assistant to the Sheriff by the specialized knowledge of the latter of the legal environment of the County and State law enforcement community and exposure to sensitive information of a criminal nature.

EXAMPLES OF DUTIES:

Essential:

- Receives and screens visitors and telephone calls which may involve contact with the media and/or public officials; provides information and resolves complaints which require the use of judgment and interpretation of policies and procedures.
- Makes appointments and maintains calendars for the director and managers; schedules and arranges for meetings.
- Researches, compiles and summarizes a variety of informational or statistical materials; assists with compiling and reviewing budget figures; maintains budget, purchasing and other financial and business records.
- Maintains inventory; orders office supplies; purchases equipment; receives, reviews and processes invoices.
- Prepares drafts and a wide variety of finished documents from notes, brief instructions, or prior materials; inputs or retrieves data and prepares a variety of reports.
- Initiates specified correspondence independently for signature by appropriate management staff or the department director.
- Reviews finished materials for completeness, accuracy, format, appropriate English usage and compliance with policies and procedures.
- Develops and maintains a variety of administrative, reference, personnel and follow-up files and records; purges files as required; maintains various policies and procedural manuals.
- Organizes meetings by notifying participants and making room arrangements; prepares agenda and meeting packets; attends meetings; takes, transcribes, and distributes meeting minutes.
- Prepares and coordinates agenda items for Board of Supervisors, commissions, councils and committees; ensures all supporting documentation is included.
- Processes invoices and requests for payment; may accept and balance money and or prepare and receipt bills for departmental services.
- Relieves department head, managers and supervisors of office administrative matters by following up on projects, transmitting information and keeping informed of pertinent activities.
- Receives, reviews, and processes department payroll.
- Tracks and processes employee evaluations and personnel related activities for assigned department.
- Receives, opens and processes incoming mail.
- Processes travel requests; makes travel arrangements; processes travel reimbursements.
- Updates department website information.

- Builds and maintains positive working relationships with co-workers, County employees, and the public using principles of good customer service.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of work.
- May organize, coordinate, direct and review the work of an associated office support staff; may instruct staff in work procedures; may assist in selecting and evaluating the work of assigned staff.

EMPLOYMENT STANDARDS:

Knowledge of:

- Standard office administrative support practices and procedures.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Basic organization and function of public agencies, including the role of an elected Board of Supervisors and appointed boards and commissions.
- Basic budgetary and accounting practices and terminology.
- Record keeping, report preparation, filing methods and records management techniques.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles of business letter writing.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Business arithmetic, algebra, statistics, and their applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Techniques for working successfully with other employees in a lead capacity
- Principles and practices of technical and functional supervision and training.
- Pertinent laws, codes and regulations

Skill in:

- Providing varied, responsible, and often sensitive secretarial and office administrative assistance to a department director and associated management, supervisory and professional staff.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical materials.
- Composing professional correspondence and letters, independently or from brief instructions.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Maintaining accurate records and files.
- Directing, coordinating and reviewing the work of assigned staff and instructing staff in work procedures.
- Communicating clearly and concisely, both orally and in writing.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Using initiative and independent judgment within general guidelines.
- Typing at a rate of 50 net words per minute from printed copy.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body

mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Must type at a net rate of 50 words per minute from printed copy.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with major course work in business or a related field; and three years of experience at a level equivalent to the County's classification of Office Specialist.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, secretarial or office administrative experience in a governmental agency.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval: Martha Wilson
Date:

Personnel Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____