

## **EXECUTIVE ASSISTANT TO THE COUNTY MANAGER**

### CODES/PAY RANGE

Class Code: 1039

EEO Code: F

Pay Range: 210

### MAJOR FUNCTION

Responsible, confidential, administrative and secretarial work for the County Manager.

### ILLUSTRATIVE DUTIES

*(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Works directly with the County Manager and receives general direction in performing confidential work. Maintains County Manager's appointment calendar; sets up and organizes meetings, tracks deadlines and resolutions of important issues as requested. Makes travel arrangements; processes travel arrangements and post travel paperwork following county policies and procedures.

Interprets operating policies and works independent of close supervision. Reviews all correspondence and uses own judgment based on experience to complete processing or routing of routine matters or drafts response for the County Manager's signature.

Provides information to the public or refers callers to the proper division or activity for resolution; provides general follow-up on issues and projects as required.

Responsible for taking minutes of workshops or meetings held by the County Council or County Manager as assigned. May supervise clerical staff or manage office operations as assigned by the County Manager. Schedule meetings and notify participants of meeting times; maintaining County Manager's appointment calendars. Ensure proper documents and materials are on hand for meetings. Answer telephone calls and questions directed to the County Manager. Review paperwork to ensure it is accurate and conforms to established format.

Assist the other members of the County Manager's team with general clerical functions; such as agenda preparation, memos, reports, minutes, answering the telephones, etc. Analyzes unit operating practices such as record keeping systems or forms control.

Performs related work as required

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices and procedures. Knowledge of business English, spelling and commercial arithmetic. Knowledge of the principles of time management and their application to the administration of governmental affairs.

Knowledge of proper procedure of meetings of governing bodies. Knowledge of Merit Rules and Regulations concerning items which must have Council and County Manager approval.

Knowledge of effective office management. Knowledge of Charter County government operations. Knowledge of county organization.

Ability to manage sensitive and confidential information and data. Ability to use discretion and determine appropriate actions. Ability to work without supervision. Ability to maintain and develop effective working relationships with county officials, directors, media, the public, and other employees. Ability to use Microsoft Office software applications.

Ability to prepare correspondence for the County Manager's signature. Ability to take initiative on certain matters which need not be approved by County Manager. Ability to make decisions based on available information.

## MINIMUM QUALIFICATIONS

Associate's degree in business, political science, or office management and two (2) years of executive secretarial experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

## ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk; finger dexterity.

Mental Demands: Ability to read and comprehend legal documents, statutes, ordinances; memos, instructions, manuals. Ability to write business letters, summaries, reports. Ability to speak clearly and concisely relating information, details and procedures to layman. Ability to perform basic mathematical functions.

Environmental Demands: Inside work.

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