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| Classification Title | Executive Assistant | Code | 168800 |
| Department | Executive | FLSA | Exempt |
| Pay Range | Executive 02 | Represented | No |

GENERAL SUMMARY

This position provides a broad range of support to the Executive and deals highly complex and confidential matters requiring an advanced level of professionalism, tact and diplomacy. This position is appointed and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Provides wide range of complex office administration and confidential support to the Executive.
- Manages complex calendars, arranges for meetings, appointments and travel arrangements.
- Keep the Executive and/or Chief of Staff apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf.
- Conform to the County Charter Code, Finance, HR and IT Policy and Procedures Manuals, and applicable portions of the Administrative Guidelines.
- Maintain regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Four (4) years experience in an administrative support role reporting directly to upper management or related experience that demonstrates the ability to perform the essential functions of the position.

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

College degree preferred.

SUPERVISION

This position does not supervise.

COMPETENCIES

Knowledge of:

- County government and applicable laws, codes, regulations and policies.



Skill in:

- Working with a variety of individuals from diverse backgrounds.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems

Ability to:

- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with internal and external stakeholders.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| Exposures | Frequency Working in Designated Environment |
|--|---|
| Individuals who are hostile or irate | Sometimes |
| Extreme cold (<i>below 32 degrees</i>) | Seldom or Never |
| Extreme heat (<i>above 100 degrees</i>) | Seldom or Never |
| Communicable diseases | Seldom or Never |
| Moving mechanical parts | Seldom or Never |
| Fumes or airborne/blood borne | Seldom or Never |
| Toxic or caustic chemicals or substances | Seldom or Never |
| Loud noises (<i>85+ decibels such as heavy trucks, construction</i>) | Seldom or Never |

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is generally sedentary. Employee sits most of the time but may walk or stand for brief periods. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.