

CLASS SPECIFICATION



CLASS: Executive Assistant to County Administrator
ALLOCATION: Office of the County Administrator
FLSA STATUS: Non-exempt
UNION AFFILIATION: N/A

ESTABLISHED: March 2003
REVISED: October 2020

JOB SUMMARY:

Under general supervision, provides high-level professional administrative support requiring independent judgment, action and interpretation of policy and administrative regulations and performs complex, confidential and specialized professional administrative functions for a variety of programs and projects for the County Administrator and related staff; coordinates meetings, schedules and maintains required reference materials and performs related work as assigned. Responsibilities include routine contact with government officials, elected officials, board and commission members, business and community organizations and members of the press on behalf of the County Administrator.

This is the master para-professional level in the administrative series.

CLASS CHARACTERISTICS:

This position reports directly to the County Administrator. This class is distinguished from other administrative support and executive assistant classes as the scope of responsibilities requires the incumbent to possess extensive knowledge of unique, diverse and complex issues and daily events of a highly sensitive nature. The frequent use of discretion, initiative, diplomacy and independent judgment is critical and consequential to the impact and operation of County business.

EXAMPLES OF DUTIES:

Essential:

- Transmits information on behalf of the County Administrator and related staff; coordinates departmental activities with other County departments; monitors the progress and execution of projects and activities initiated by the Office of the County Administrator.
- Receives and screens visitors and telephone calls of a highly confidential and sensitive nature; provides information which requires the use of independent judgment and interpretation of policies and procedures; responds to complaints and requests for information or refers to departmental staff as appropriate.
- Researches, collects, compiles and summarizes a variety of informational or statistical materials; may compile and review budget figures and process purchase requisitions; maintains budget, purchasing and other financial and business records.
- Manages and maintains the calendars of the County Administrator and related staff, schedules meetings, appointments and speaking engagements using discretion with time commitments; ensures the executives are cognizant of both meeting times and invited participants; notifies participants, coordinates timeframes, meeting location and prepares required informational materials.
- Manages all administrative tasks for County Administrator and related staff including budget, payroll, space utilization, and purchasing tasks; makes travel arrangements, handles mail distribution and follow up.
- Sets priorities and meets critical deadlines, organizes work effectively in accordance with and in anticipation of the needs of the County Administrator and related staff.
- Performs complex and highly responsible verbal and written administrative tasks for the County Administrator.
- Independently initiates and composes reports and correspondence on behalf of the County Administrator and related staff.
- Prior to review and authorization by the County Administrator, reviews all finished materials for completeness, accuracy, format, compliance with policies and procedures, appropriate English usage and returns to appropriate department for corrections.
- Prepares and coordinates agenda items for Board of Supervisors, commissions, councils and committees; ensures all supporting documentation is included.
- Receives and analyze Board of Supervisor agenda items to determine significance and plan their distribution, routes as appropriate, tracks for accuracy and timeliness and processes as needed.
- Provides directions and conveys complex, sensitive information on behalf of the County Administrator and/or related staff to members of the Board of Supervisors, department directors, CAO staff and others.
- May provide senior management and contract negotiating team analysis as required.
- Maintains Department and Department Head evaluation schedules and requests, reviews and compiles

necessary information.

- Monitors County events and activities for County Administrator, projects positive support of the organization and the CAO office.
- Prepares deposits as funds are received and prepares monthly cash statement.
- Prepares invoices and monitors accounts receivables.

Important:

- Complies with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Represents the County Administrator's Office at various meetings to prepare a general record of activities; prepares and distributes summaries or reports.
- Organizes and maintains various policy and procedure and regulation manuals, reference, and follow-up files; purges files as requested.
- Reviews time sheets, leave requests, time studies, and other information to detect and reconcile payroll discrepancies; compiles employee time and payroll data from time sheets and other records.

EMPLOYMENT STANDARDS:

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of local, state and federal public agencies, including the role of elected and appointed officials and appointed boards and commissions.
- Applicable Federal, State, and local laws, rules and regulations regarding local government operations.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- County emergency operations and procedures.

Skill in:

- Managing a heavy and diverse workload including determining priorities, meeting critical deadlines and following up on necessary actions with minimal direction and information.
- Using tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work.
- Monitoring/Assessing performance of oneself, other individuals, or organizations to make improvements or take corrective action.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Properly interpreting and explaining policies and procedures, County operations, laws and regulations.
- Providing varied, responsible, and confidential administrative assistance.
- Maintaining accurate records and files.
- Designing and managing databases or spreadsheet files and developing special report formats.
- Researching, compiling, composing and summarizing a variety of informational materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:

- Communicate information and ideas orally and in writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences or presented in writing.
- Exercising appropriate judgment in answering questions, responding to requests and releasing information.
- Develop specific goals and plans to prioritize, organize, and reliably accomplish workload under limited supervision. Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Use initiative and independent judgment within established guidelines.

- Accept criticism and deal calmly and effectively in high stress situations.
- Type at a rate of 40 net words per minute from printed copy.

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:

- Frequently uses a computer keyboard and mouse; regularly twist, bend and reach various office equipment; intermittently walk, stand, stoop or lift items weighing up to 20 lbs.; and occasionally drive a motor vehicle to attend meetings.
- 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:

- Sedentary work in a typical office environment.
- The noise level of the work environment is usually quiet.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources 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; maintain throughout employment.
- Typing Certificate: Minimum of 40 net words per minute. Typing Certificate must indicate results from a five (5) minute test with at least the minimum net wpm required.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: An Associate's degree from an accredited college with major course work in business, public administration or a related field and five (5) years of progressively responsible secretarial or administrative experience.

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

PREFERRED: In addition to the minimum, additional years of experience as previously defined or 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:
Date:

Signature: _____

EEOC: F	
WC: 9410	
Established:	March 2003
Revised:	April 2015

HR Approval:
Date:

Signature: _____