

BOARD OF COUNTY COMMISSIONERS ADMINISTRATIVE ASSISTANT

JOB PURPOSE AND SUMMARY

Performs administrative duties and executive support of a highly sensitive and confidential nature to the Board of County Commissioners (BOCC) and/or County Administrator; oversees and coordinates special administrative projects; and acts as executive liaison for BOCC.

Public relations is a major element in the performance of duties assigned to this class. Contact is in the form of meetings, correspondence and telecommunication with employees, managers, officials and other individuals inside and outside the department and County. Communications often require knowledge of the supervisor's activities, and the basis for, and implications of, programs and projects. Supervision of other employees is not an element of work performed by an incumbent of this class.

CLASSIFICATION DISTINCTIONS

Work is distinguished from the Administrative Assistant classification by the assignment to support the work of the County Commissioners and/or County Administrator, and from other clerical classifications by the body of subject matter knowledge necessary to perform the duties, being more directly pertinent to long-term projects and assignments; to short and long-term organizational planning, coordinating, budgeting and managing; and to interpersonal and written communication skills. The work is performed with a high degree of independence, judgment and discretion. The results of assigned projects have direct impact on the accomplishment or establishment of the departmental goals and objectives.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Provides full range of confidential administrative support to the County Commissioners and/or County Administrator to complete a variety of assignments of a sensitive nature.
- Keeps supervisor(s) informed of significant items requiring supervisory review or action; obtains information from staff members, calls attention to deadlines, and obtains progress reports; maintains frequent contacts for supervisor with other departments and agencies.
- Prepares agenda for meetings, functions and conferences; attends meetings with or on behalf of supervisor; takes notes or minutes of significant parts of discussion, issues and planned future events pertaining to business at hand.
- Manages calendars for elected officials or County Administrator.

- Evaluates all incoming communications and schedule requests, including written materials addressed to the BOCC.
- Researches, compiles information, and coordinates special projects as assigned.
- Develops biennial budget for department; monitors expenditures and department performance against the budget.
- Provides staff support to facilitate internal operations and external relations.
- Provides front-line assistance to constituents by evaluating their concerns and requests to meet with commissioners; refers constituents to appropriate county staff and/or external stakeholders.
- Makes travel arrangements as requested.
- Performs related work as required.

QUALIFICATIONS

Requires Bachelor's degree in business or public administration or related field; or four years of administrative office experience in an executive support capacity.

Knowledge of....office practices and procedures; considerable knowledge of business English, punctuation, grammar, syntax and spelling; effective research methods and recordkeeping; governmental budgeting procedures and fiscal planning methods.

Ability to.... apply initiative, discretion, judgment and organizational skills to a variety of projects, assignments and situations; compose correspondence and reports in a literate manner; prepare and present material in clear and comprehensible terms; maintain a pleasant, courteous and helpful demeanor in all personal contacts; understand and execute complex oral and written instructions and to apply available guidelines to various situations; develop and maintain effective working relationships with co-workers, supervisors, the general public, and employees and officials of other departments and agencies.

Created:03/18/08