

EXECUTIVE ASSISTANT

JOB PURPOSE AND SUMMARY

The Executive Assistant provides responsible and confidential secretarial and administrative support work for an assigned manager or group of managers. Responsibilities include screening calls and visitors, scheduling and calendar management, preparing correspondence, word processing and other computer applications, tracking activities and a variety of support and special assignments.

CLASSIFICATION DISTINCTIONS

The Executive Assistant is differentiated from the Office Assistant classification series in that it provides specific support to senior-level management positions as opposed to broad administrative support to a program or department. Positions in this classification report to the department head, elected official or other assigned executive positions. A thorough knowledge of the department's programs, goals, objectives, and operation is required, as is a detailed knowledge of the manager's preferences and activities. Executive Assistants work under broad guidelines and must demonstrate considerable judgment and initiative.

The classification is distinguished from Administrative Assistant in that the latter class performs project and research work rather than secretarial support.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Review mail, making decisions about routing and potential action or response.
- Compose correspondence and prepare documents for the signature of supervisors applying considerable knowledge of department objectives and policies.
- Respond in person and on the phone to public inquiries; direct requests for information to the correct department or official; track public inquiries to insure timely response.
- Maintain calendars and schedule appointments for assigned managers or officials; coordinate schedules with others.
- Examine reports, responses, legislation or other material to determine action needed or additional information needed; add information; researches, resolves, or requests additional information.

- Coordinate the logistics for setting up large meetings; locate facility, notify participants, prepare agendas; attend meetings; record results, track additional information or follow up necessary.
- Perform other duties as assigned.

QUALIFICATIONS

Education and Experience:

- An Associate's Degree or equivalent experience and three [minimum] to six [desirable] years of progressively responsible office or secretarial work experience. A Bachelors degree is preferred and may be substituted for up to two years of the required experience.
- Particular assignments in this classification may require additional specialized experience relevant to the department or program.
- Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of . . . secretarial functions, services and techniques, office practices and procedures; policies, procedures and practices applicable to the area of assignment; relevant technological applications and resources; business correspondence standards including English, grammar, formatting, spelling and punctuation; mathematical and statistical knowledge appropriate to the assignment and other areas as determined by the hiring manager.

Ability to . . . develop and maintain effective working relationships with management, employees, elected officials, and the general public; communicate effectively, both orally and in writing; demonstrate resourcefulness and tact in public contacts; utilize necessary computer applications at an advanced level; understand and follow broad and complex instructions; exercise considerable judgment and initiative; handle sensitive and confidential matters and situations; perform a variety of independent research and analysis activities.

WORK ENVIRONMENT & PHYSICAL DEMANDS

Incumbents typically work in an office setting. Essential tasks involve reading and review of written documents and the use of personal computer software applications; oral communications both in person and via telephone. Generally work is fast paced and requires the ability to multi-task within assigned timelines. Work may involve the incumbent in evening meetings.