

EXECUTIVE ASSISTANT

DEFINITION

Under direction, to serve as primary administrative and staff support person for the County Administrative Officer (CAO) and the Board of Supervisors (BOS); to perform a variety of administrative, staff, and office management duties for the CAO and the BOS; to perform difficult, complex, and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced, specialized administrative level in the Executive Assistant class series. Positions provide a variety of administrative, staff, and office management support for the County Administrative Officer and the Board of Supervisors. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the County Administrative/Personnel Office and the Board of Supervisors.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Serves as primary administrative and staff support person for the County Administrative Officer and the Board of Supervisors.
- Performs a wide variety of specialized office management, administrative support, and fiscal support assignments.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about County policies, programs, functions, and procedures.
- Directs inquiries to County departments, as appropriate.
- Coordinates special events such as Board/Press luncheons.
- Assists with the development and administration of the Department's activities and budget.
- Maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Prepares and submits activity reports and reports required by other government agencies.
- Provides groups and agencies with assistance in obtaining encroachment permits for parades and banners.
- Reviews materials and plans submitted to support encroachment permit applications.
- Maintains and submits payroll documents and records.
- Establishes and updates information retrieval systems.
- Assists with County purchasing activities.
- Bills County Departments for copier usage, paper, printer, and miscellaneous supplies.
- Has responsibility for County postage machine and billing.
- Deposits monies received by the County Administrative Office; maintains and updates computer databases and spreadsheets.
- Has cross-training for functions performed by the Personnel Specialist and provides support and back-up for the Personnel Specialist functions.
- Performs a variety of word processing and office support functions.
- Operates office equipment.
- May have work coordination and lead worker responsibilities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the County Administrative Office and the Board of Supervisors.
- Laws, rules, and regulations affecting assigned program functions and services.
- Budget development and control.
- Public and community relations.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to administrative support work.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of work coordination and lead supervision.

Ability to:

- Perform a wide variety of complex and specialized administrative support work for the County Administrative Office and Board of Supervisors.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Take and transcribe notes, developing minutes for boards, committees, and commissions.
- Use a personal computer and appropriate software for wordprocessing, recordkeeping, and administrative functions.
- Effectively represent the County, County Administrative Officer, and the Board of Supervisors in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of responsible experience performing a variety of administrative and office support work at a level equivalent to Administrative Assistant with Plumas County, including substantial experience in a public contact position.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.