

EXECUTIVE ADMINISTRATIVE ASSISTANT TO BOARD OF COUNTY COMMISSIONERS
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MAJOR FUNCTION

Position is responsible for providing direct administrative support to the Board of County Commissioners. Work is performed under the supervision and direction of the chairman of the Board of County Commission.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Independently performs administrative studies and analyses. Conducts research, compiles facts, analyzes data, develops recommendations, observations, or summaries and submits written and oral reports on a variety of special assignments relating to County government.
- Composes resolutions and proclamations and press releases.
- Using independent judgment providing guidance and assistance to the public for handling and resolving constituents' issues.
- Coordinates commissioners' presentations for special events.
- Prepares and implements Commissioners office operating budget.
- Coordinates Commissioners calendars to include scheduling appointments and meetings.
- Coordinates all registrations and travel arrangements for meetings, seminars and conventions.
- Communicates and works with County senior management and staff in coordinating agenda items, workshops, projects, constituents concerns and County procedures.
- Directly responsible for coordination of all Marion County Advisory Board appointments.
- Responsible for scheduling and set-up of Commission auditorium for all meetings including workshops and public hearings.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit,
Marion County BCC

<p style="text-align: center;">EXECUTIVE ADMINISTRATIVE ASSISTANT TO BOARD OF COUNTY COMMISSIONERS</p>

employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate's degree (A.A.) from an accredited college or university; with three years related experience; greater experience may substitute for a portion of the required education; or an equivalent combination of education and experience.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyzes, and interprets financial reports, legal documents and general county policies and procedures.
- Ability to communicate with citizens, regulatory agencies, or members of the business community as well as general inquiries or complaints.

Mathematical Skills

- Ability to perform basic budgetary calculations.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts and draw valid conclusions.

Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of public administration.
- Strong interpersonal skills and the ability to deal courteously and tactfully with elected officials, senior management, members of the public and co-workers.
- Ability to establish and maintain effective relationships with government officials, employees, the public, and the press.
- Ability to work a flexible schedule.
- Ability to plan and organize to meet multiple deadlines.

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- Ability to use various computer software.

Machines and Equipment

This employee will be required to operate general office equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, taste or smell, and lift up to twenty-five pounds; will regularly be required to stand, walk, and talk or hear; and will frequently be required to sit and to use hands to finger, handle, or feel. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Established: 10/2005

Pay Grade: 14

Job Description Number: 6101

Category: 6

Status: E

Revised: 10/2010