

## **EXECUTIVE STAFF ASSISTANT**

### **MAJOR FUNCTION**

Performs complex administrative, professional duties in support of an administrative official, elected official, or appointed official. Works with minimal instruction or supervision. May supervise an administrative clerk, staff assistants; temporary employees; or community service workers.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principle 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.

- Performs independent research and analyzes data for projects or legal matters and prepares reports for County Administration or the Board of County Commissioners.
- Responsible for following up on action of a court, committee, or assigned group to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.
- Responsible for establishing and maintaining official documents and records in appropriate files.
- Develops grant documentation.
- Attends meetings, seminars, workshops as directed for the purpose of taking notes or furnishing information.
- Prepares reports and correspondence requested by the manager, where information must be obtained and compiled from a variety of sources.
- Makes recommendations affecting aspects of office policy.
- Drafts correspondence, memoranda, etc. for the department manager's signature.
- Designs, formats and prepares management and administrative information reports.
- Assists with recommendations for future equipment purchases and ongoing system-related supply needs. Assists with annual budget preparation as directed.
- Will be assigned projects, processes, or programs and will be responsible for results.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.
- May prepare agendas, items related thereto, and see all legal requirements are met.
- May answer phone calls, or receive visits or calls regarding complaints which may be resolved or referred to proper person for resolution.

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### **SECONDARY FUNCTIONS**

- Performs related duties as directed.

### **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, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

May be responsible for directly supervising clerical, part-time, temporary, or community service workers on a partial, part-time or temporary basis, depending on area of assignment. Responsibilities include providing on-the-job training; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Associate Degree from four-year college or university with Bachelor Degree preferred; with five years progressively responsible administrative support experience at the executive staff level; greater experience may substitute for a portion of the required education; or an equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Divers License.

#### **Certifications.**

Notary public may be required.

### **JOB SKILLS**

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

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records and procedures to others as a lead worker.
- Requires judgment regarding use of equipment, tools, or materials.

### **Specialized Skills and Abilities**

- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Thorough knowledge of policies and procedures of the County.
- Ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, the media, representatives from all levels of government, civic organizations, business professionals, and the general public.
- Ability to project a positive, concerned image to the public.
- Knowledge of the law as it pertains to County government.
- Ability to communicate effectively orally and in writing.
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough knowledge of office practices, procedures, and equipment.
- Knowledge of the methods and techniques used in record keeping.
- Thorough knowledge of departmental functions and organizational structure.
- Ability to perform complex administrative support assignments requiring considerable exercise of independent judgment.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help

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others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate. Ability to work efficiently and accurately in an atmosphere of frequent interruption.

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Category: 6

Status: E

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