

# *Park County*

## *Job Description*



<b>Title:</b> Executive Assistant	<b>Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b> 6/1/2010
<b>Departments:</b> Sheriff and County Commissioners	<b>Last Revised:</b>

### GENERAL PURPOSE

Performs a variety of duties at a full-performance level with limited supervisory oversight. May perform some routine tasks, but primary duties require the ability to determine how policies and objectives will be met to carry out the department's functions. Serves as a primary liaison to the department leadership, providing complex information in their absence, where needed. May be assigned to act in the absence of the elected official on a temporary basis, as allowed by statute. May provide day-to-day oversight of department budget under the direction of the department leadership.

### SUPERVISION RECEIVED

Works under the general supervision of the Elected Official.

### SUPERVISION EXERCISED

None, although may serve as project leader or provide guidance to other department staff.

### ESSENTIAL FUNCTIONS

Performs advanced level complex secretarial and administrative duties designed to expedite the work performed by the elected official(s) overseeing the department.

The use of advanced word processing and/or spreadsheet applications is a regular component of the daily duties of this position.

Understands and ensures compliance with statutory and department policies, procedures and guidelines.

May be appointed to temporarily lead or coordinate projects.

Requires initiative, responsibility and confidentiality.

Understands the core activities and strategies of the department and County organization and handles confidential information with discretion.

Carries the authority to make crucial decisions affecting the direction of the organization or department when supervisory staff is unavailable to make said decisions.

Manages correspondence, provides high level administrative support by conducting research, preparing statistical reports, handling information requests on behalf of the elected official.

Understands the general responsibilities of the elected official to whom he/she directly reports and allocates the elected official's time appropriately.

Carries responsibility for less consequential executive tasks of the office or department.

Able to determine the context, confidentiality, priority and urgency of information and requests presented for consideration by the elected official.

Coordinates meetings and conferences, including securing locations and meals and overseeing registration and speaker schedules.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school or equivalent required, Associates degree preferred.

AND

B. Five (5) years of general work experience in an office environment with progressively greater responsibility assigned.

OR

C. Equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Strong computer and Internet research skills.** Flexibility, excellent interpersonal skills, oral and written communication skills, project coordination experience. Ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Ability to train others in system and organizational functions and duties is essential. Flexibility to adapt to a changing work environment and to complete multiple tasks with limited oversight.

**Skill in** the use of communications equipment.

**Ability** to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; maintain effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_