

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Executive Assistant	<u>CLASS NUMBER:</u> 10254.2	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 011005
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> County Administrator (011000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Executive Assistant classification is to assist in the administration and coordination of assigned programs and to supervise and direct the activities of assigned clerical support personnel.

JOB DUTIES:

Provide administrative support to County Administrator and other administrators. Prepare letters, memos, and correspondence. Oversee availability of conference rooms. Coordinate special assignments or projects and furnishes information to other departments. Review and analyze inquiries submitted by agency staff and outside persons/agencies and refers their inquiries to the appropriate person. Maintain filing system. Coordinate travel arrangements and lodging when needed. Sort and distribute mail. Check timesheets and expense reports for accuracy. Schedule meetings and maintains County Administrator’s calendar. Schedule administrative session meetings. Answer multi-line phone and direct calls. Furnish information to other agencies as required by the County Administrator. Prepares resolutions.

Coordinate complaint calls from constituents for the Commissioners. Perform public relations duties. Research and respond to inquiries and complaints. Furnish information and explain programs to constituents.

Serve as contact person for office supplies, ordering office supplies, and requesting service calls. Secure ID badges. Complete security request forms for authorizations and changes for computers through the data center. Order business cards and name plates. Attend Commissioners’ briefing every week. Contact agencies regarding the agenda. Make copies for meetings. Functionally supervises receptionist position. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; supervision; public relations; human relations; office management; office practices and procedures; interviewing. Skill in typing; word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree with five (5) years of public relations, administrative, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date