

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

<u>CLASSIFICATION TITLE:</u> Senior 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> N17	<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 Senior 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 executive-level leaders. Provide direction and assistance to executive, managerial, and supervisory personnel involved in the implementation of policy, programs, and initiatives. Establish key internal and external relationships with various groups regarding public policy and programs, services, and operations. Attend meetings, policy and planning sessions, trainings, and conferences with various groups as requested to maintain current knowledge of policy, programs, and operations. Serve as liaison with the community, public and private agencies, agency executives, and staff on behalf of the County Administrator to support policy, programs, and initiatives. Provide information, updates and request follow-up from agency executives and others as requested by the County Administrator.

Coordinate and conduct research and analysis of policy, programs, and initiatives. Prepare talking points, summaries, briefings, presentations, and review information prepared for County Administrator and other executive-level leaders. Make public presentations of policy, programs, initiatives, research findings, and other analytic or evaluative studies.

Prepare, develop, review and submit specialized reports to Commissioners and other public officials, County Administrator and Deputy County Administrators, agency executives, other county employees, and the community ensuring consistency and integrity of policy interpretation, development, implementation, and compliance with federal, state, and local rules, regulations, and laws. Design and develop methods to track relevant information, monitor progress, and report to the County Administrator and necessary staff. Coordinate the availability and use of program data with partnering agencies and the community.

Prepare letters, memos, and correspondence. Oversee the availability of conference rooms. Coordinate special assignments or projects and furnish information to other departments. Review and analyze inquiries submitted by agency staff and outside persons/agencies and refer 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. Prepare resolutions.

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

Served as a contact person for office supplies, ordering 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 public meetings. Contact agencies regarding agendas for public meetings. Make copies and coordinate documents 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 the 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 employees, provide instruction to other employees, maintain department standards, recommend the discipline or discharge of other employees, act on employee problems, and 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.

Acknowledgment of Receipt:

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

Employee Name

Employee Signature

Date