

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

<u>CLASSIFICATION TITLE:</u> Executive Assistant	<u>CLASS NUMBER:</u> 10254	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 060101
<u>POSITION LOCATION:</u> 373 S. High Street, 25 th FL, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (060100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the 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 agency director and other executive staff. Prepare materials for meetings. Review and analyze inquiries submitted by agency staff and outside persons/agencies and refer their inquiries to the appropriate person. Coordinate travel arrangements and lodging when needed. Sort and distribute mail for the director. Schedule meetings and maintain agency director's calendar. Answer multi-line phone and direct calls. Facilitate communication to executive staff, county officials, employees and other agencies as required by the agency director.

Prepare confidential information and process personnel actions. Assist the Director in researching and compiling data in programs, policies and procedures. Perform administrative and clerical tasks (e.g., letters, memos, reports, records, and correspondence). Maintain position control numbers and ensure budget compliance for personnel actions. Review personnel action requests made by Human Resource Officers and Board of Commissioner agencies. Establish new employees and update personnel actions in MUNIS for all BOC agencies.

Maintain computer data and ensure personnel information is correct and current. Ensure information for payroll is accurate and assemble information relative to preparation and/or revision of any payroll changes. Manage business operations of the director's office (e.g., purchase office supplies; oversee and maintain confidential personnel records and files). Attend management meetings to take minutes and prepare and distribute agendas and information to staff. Represent agency director at employee committee meetings. Answer specific and general inquiries from the public, staff members, and/or other government inquiries.

Request computer access for human resources staff and approve special computer requests. Act as liaison to Data Center for computer repairs and installations. Serve as telephone coordinator. Serve as security coordinator during building alarms. Serve as agency website administrator.

Maintain and update data for the director regarding legislative changes, data retrieval, statutes, agency class-use studies, surveys, analyses of proposed and current legislation, rules and collective bargaining contracts, and procedural analysis and development. May participate in clerical interviews.

Plan, develop, and coordinate special project assignments as required by the agency director. Responsible for records retention. Relay decisions and directives to Agency Directors. Furnish information to other areas. Plan annual agency Employee Recognition Programs. Serve as contact person for office supplies and requesting service calls for Agency Director and executive staff. Coordinate with security to obtain ID badges. Serve as liaison to order business cards and name plates for Agency Director and executive staff.

Set up office procedures, coordinate daily workflow, manage data integrity efforts and provide feedback on process improvements and data management. 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:

N/A

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