

**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> Office on Aging	<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> 111004
<u>POSITION LOCATION:</u> 280 E. Broad Street	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (111000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> TBD		

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 letters, memos, and correspondence. Oversee availability of conference rooms. Prepare materials for meetings. Review and analyzes 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. Coordinate department activities with various boards and councils. Sort and distribute mail for the director and executive staff. Check timesheets for accuracy and prepare expense reports. Schedule meetings and maintain agency director's calendar. Answer multi-line phone and directs calls. Facilitate communication to executive staff, county officials, and other agencies as required by the agency director.

Receive and analyze complaints addressed to the director's office from general public, contacts appropriate agency area. Monitor serious complaints relative to client-related problems to specific public assistance calls. Respond to client problem referrals from public officials and community organizations. Research and move towards resolving problems. Furnish information and explains programs to clients.

Plan, develop, and coordinate special project assignments as required by the agency director. Serve as liaison between the agency director and executive staff, county administration and Board of Commissioners. Serve as liaison between the various executive areas and relay decisions and directives to the deputy directors. Furnish information to other areas. Coordinate the ordering of retirement plaques for agency retirees. 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.

Attend executive staff meetings, senior staff meetings, and other meetings at the request of the agency director. Prepare agendas, make copies, and take minutes. Represent agency director and executive staff at employee committee meetings. Functionally supervise administrative assistant positions that support the executive team. Set up office procedures, coordinate daily workflow, and coordinate administrative support coverage. 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:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree with five (5) years of public relations, administrative, or related experience.

Additional Requirements

Must meet background check requirements.

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