

**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> Public Facilities Management	<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> 33001
<u>POSITION LOCATION:</u> 373 South High Street, 2 nd FL Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (31000)
<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 letters, memos, and correspondence. Assist with reserving conference rooms for meetings involving agency director and other executive staff. 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 for agency director and other executive staff. Assist the agency with software implementations. Coordinate travel arrangements and lodging when needed. Coordinate department activities with various departments. Monitor leave requests as well as sort and distribute leave forms for the director and executive staff. Check timesheets for accuracy as requested. Schedule meetings and maintain agency director's calendar. Answer and directs calls. Facilitate communication to executive staff, county officials, and other agencies as required by the agency director. Coordinate records retention and process all documents and attend the records retention commission and board meetings. Prepare resolutions. Assist with agency contracts and all corresponding documentation.

Plan, develop, and coordinate special project assignments as required by the agency director. Responsible for developing and sending agency wide communication. 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 other management personnel. Furnish information to other areas. Assist when needed for ordering office supplies and requesting service calls for Agency Director and executive staff. Assist with contractor badging requests and the approval process.

Attend meetings at the request of the agency director. Prepare agendas, make copies, and take minutes when requested. Represent agency director and executive staff at employee committee meetings. 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