

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Executive Assistant	<b><u>CLASS NUMBER:</u></b> 10254.1	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Sanitary Engineering	<b><u>JOB TYPE:</u></b> Full Time, Unclassified	<b><u>PROBATION PERIOD:</u></b> N/A
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N14	<b><u>POSITION CONTROL #:</u></b> 090101
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 2 <sup>nd</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Director (090100)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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 agency director and other staff. Prepare letters, memos, and correspondence. Prepare materials for meetings. Review and analyze inquiries submitted by agency staff and outside persons/agencies and refers their inquiries to the appropriate person. Conduct research, as needed. Compile and summarize data for use in various reports and projects. Maintain filing system. Coordinate department activities with various boards and councils. Sort and distribute mail for the director and other staff. Answer and direct phone calls. Facilitate communication to staff, county officials, and other agencies as required by the agency director. Act as confidential assistant.

Greet customers, officials, vendors, contractors when they visit the department. Provide assistance to billing department when call volumes are high. File public, sensitive and/or confidential information and documents to maintain and retrieve public records. Maintain the department’s public records retention program. Receive and analyzes complaints addressed to the director’s office from the general public. Help maintain the director’s calendar. Serve as a liaison between customers, county officials, business and community leaders, community organizations, the media and various areas of the department. Plan, develop, and coordinate special project assignments as required by the agency director. Furnish information to other areas. Attend board and committee meetings and other events with and on behalf of the director. 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 human relations; office management; office practices and procedures; safety practices; agency policy and procedures; government process and structure. Skill in typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; copy material accurately and recognize grammatical and spelling errors; 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