



## Executive Administrative Assistant

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
348	Non-Exempt	5 - Para-professional	AFSCME/Non-Rep.	4	02/11/1998	1029	1 of 2

**DEFINITION:** Under direction of assigned executive, using considerable to significant skills for this series, performs a wide variety of highly responsible para-professional administrative and office support duties and performs related work as required. May serve as organizational trainer in various office software programs such as word processors, spreadsheets, etc. May exercise direct supervision over assigned lower level clerical support personnel.

**DISTINGUISHING CHARACTERISTICS:** This is the advanced journey level in the Administrative Support series. Incumbents perform the full range of highly complex and primary administrative para-professional support for Executive Staff/Assistant General Managers. In contrast, Administrative Assistant incumbents perform entry level to moderately difficult administrative support duties for an assigned small work unit, program, or serve as the secondary administrative support position for a large department or executive office, while Senior Administrative Assistant incumbents perform the full range of complex and primary administrative support duties for an assigned department or major program.

**EXAMPLES OF DUTIES/FUNCTIONS:** Duties and functions may include, but are not limited to, the following: Serve as the primary administrative support to an executive office by performing a wide variety of highly complex, responsible, and confidential office technical clerical and para-professional administrative duties for an Executive manager; respond to complex inquiries for information from the public and District staff, and refer to other staff where appropriate; exhibit detailed familiarity with District functions; research, compile and analyze data for reports and other materials; research, analyze and prepare para-professional level administrative projects and reports; initiate, maintain and monitor executive office records, files and logs; screen calls, visitors and mail; coordinate/make travel, meeting, conference arrangements; maintain appointment schedules/calendars; interpret and explain complex District and organizational policies, rules, and regulations in response to requests, or refer inquiries as appropriate; maintain and/or oversee executive office employee records including time cards, payroll, evaluations, disciplinary actions, etc.; independently develop responses to letters and correspondence on behalf of executive; coordinate office activities and schedules; perform or oversee executive office clerical duties such as filing, distributing mail, and typing and/or creating a wide range of letters and other material; assist in preparing policies, procedures, operating manuals, written material, budgets, forms, charts and/or other documents; compose and/or type letters, reports, memoranda and other documents which may include contracts, proposals, technical documents, statistical and/or special forms, budgets, and charts; proofread for accuracy, correct form, content and proper English usage; may take/prepare meeting minutes; provide follow up to assignments given management staff by the assigned executive; provide status reports; perform accounting functions related to executive office accounts payables/receivables; order/purchase executive office supplies, equipment and services; plan, assign, train, review, and assist in evaluating the work of assigned clerical personnel; assist with development/ administration of program budgets; prepare budget reports; collect/calculate data on projected expenditures; recommend expenditure requests for designated accounts; monitor expenses of executive's organization and departments; represent the District to the public, Board members, and other agencies at the request of assigned executive; recommend organization/procedural changes affecting office activities; prepare independent draft reports and documentation; provide administrative support to a District board, committee or task force, including posting legal notices, preparing the agenda, assembling background materials, taking/transcribing minutes of meetings, etc.; may serve as a trainer for various office software programs; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** English usage, spelling, grammar and punctuation; modern office methods, practices, procedures and equipment such as typewriters and computers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; business letter

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writing; report and presentation writing; record keeping principles/procedures; business mathematics and simple statistics; principles and practices of simple bookkeeping, assigning and reviewing the work of others, and office organization and management; pertinent District functions, policies, rules and regulations.

**Ability To:** Independently perform assigned confidential office/administrative support duties with speed and accuracy; understand and explain program and/or organizational policies/procedures; communicate effectively both orally and in writing in an office environment; type accurately on a keyboard at the rate of 60 net words per minute; effectively operate modern office equipment including computers and related software; compile complex information and prepare a variety of reports; accurately interpret and apply administrative policies, laws, and rules; analyze situations carefully and adopt effective courses of action; plan, organize and schedule priorities; establish/maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to completion of an Associate degree from an accredited college with major coursework in business, accounting or a related field.

**Experience:** Equivalent to at least six years of increasingly responsible office/clerical and administrative support experience for management personnel involving frequent public contact.

**License/Certification:** None required.