

# EXECUTIVE ASSISTANT



## **Description:**

Under general direction, provides a variety of administrative and/or management support services and performs unusually difficult secretarial duties as executive assistant to a Department Head where there is continuous exposure to confidential information unique to that office; performs related duties as required.

## **Distinguishing Characteristics:**

The class of Executive Assistant is distinguished from other secretarial classes by its advisory/support role to management and its requirement to customarily and regularly exercise discretion and independent judgment as opposed to merely applying acquired skills and following routine procedures. The Executive Assistant performs duties of such a nature as to relieve the administrator of all possible routine detail.

## **Duties may include, but are not limited to:**

1. Handles highly confidential information, regarding controversial issues, individuals and/or projects with diversified, countywide implications; renders confidential assistance to the administrator as necessary.
2. Researches, compiles and organizes information for use by the administrator in the completion of reports, recommendations and special projects; upon request, personally prepares reports and special projects for the administrator's approval; contacts other departments, agencies or individuals for additional materials and information as needed.
3. Screens incoming correspondence, phone calls and visitors, recognizing and expediting priority matters; refers matters to other staff as appropriate. Answers a substantial amount of correspondence on own initiative in accordance with general policies and procedures or knowledge of the administrator's viewpoint.
4. Serves as liaison between the administrator, staff and representatives from other departments and agencies; personally transmits messages, requests and instructions as appropriate.
5. Supervises the work of assigned clerical staff. Evaluates work performance, prepares and administers performance evaluations. Participates in personnel decisions including hiring and disciplinary actions; approves leave requests.
6. Plans, organizes, schedules and assigns the day to day operations of assigned clerical staff; establishes work sequence, priorities, deadlines, and work standards; estimates supply, staff and equipment requirements.
7. Proposes new office policies and procedures, and as approved, coordinates and monitors the implementation of adopted recommendations. Has authority to set work standards and may oversee or supervise other employees assigned to assist the administrator; participates in selection and disciplinary procedures for support staff.

8. Performs complex secretarial support functions; takes dictation; types from dictation, copy or notes complex records, reports, correspondence, minutes, contracts and documents; reviews material for grammar, content and conformity to format and procedural requirements.
9. Schedules and arranges meetings, conferences or hearings; initiates agenda and prepares materials; takes, prepares and distributes minutes, generally without prior review by the administrator; attends meetings as a representative of the administrator and may speak on the administrator's behalf.
10. Keeps administrator's calendar; makes appointments independently and assembles background material that may be needed.
11. Relieves the administrator of administrative details such as monitoring budget or other financial records and processing travel claims and other personnel-related procedures.
12. Provides vacation and temporary relief as required.
13. Performs related duties as required.

**Typical Qualifications:**

Three years (within the last five years) of highly responsible, complex **secretarial** experience in support of administrative or management level operations.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**Conditions of Employment:**

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.**

**Job Code:** 44804

**Salary Range:** E33

**Representation Unit:** Exempt Group

**Last Updated:** 5/20/10