

COUNTY OF SOLANO
CLASS SPECIFICATION
County Administrator Executive Assistant

CLASS SUMMARY:

Under general direction, provides responsible executive level administrative support primarily to the County Administrator and Assistant County Administrators; handles a variety of sensitive, confidential and/or complex administrative matters using independent judgment; plans, organizes and manages the clerical operations and activities for the Administrative Section of the County Administrator's Office; administers systems, procedures, practices and work methods to coordinate the flow of administrative work and the maintenance and disposition of records; participates in budget development; may be assigned other administrative duties in support of the County Administrator's Office or the Board of Supervisors; serves as a member of the department's management team.

This single position class is an at-will position, exempt from civil service. The incumbent serves at the discretion of the Appointment Authority.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other clerical, administrative support and secretarial classes by the unique nature and level of responsibility associated with the office to which it is assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the County Administrator.

Supervises clerical classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties over clerical classes such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - interviewing applicants and recommending selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
 - providing instruction and/or guidance to employees in handling difficult or complex work problems;
 - reviewing and approving timesheets and requests for leave; and

- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists management in the administration of the unit by:
 - participating in the administration of the unit's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
 - responding to customer complaints and recommending changes to improve customer service;
 - coordinating the work of contractors and consultants with the work of the unit;
 - reviewing work unit procedures, practices and work methods to increase the effectiveness and efficiency of operations; and
 - monitoring the achievement of goals and objectives of the unit.
- Handles information of a sensitive, controversial and/or confidential nature which may have County-wide implication; screens telephone and office callers; furnishes the public with information requested; resolves problems and complaints; refers callers when appropriate; prioritizes routing of written and verbal communication based on content; arranges schedule of appointments, meetings and conferences; acts as a liaison for the County Administrator in receiving and/or communicating information to the Board of Supervisors, County Staff, representatives of other agencies and the public.
- Maintains the County Administrator's calendar of meetings, appointments and events; coordinates arrangements for meetings and travel; and schedules interviews.
- Assists in the preparation of the annual budget, departmental procedural guides, desk reference manuals and other internal resource materials; assists with budget document development; may be responsible for preparation of annual reports and other public relations documents on County services and activities; gathers, assembles and/or condenses background information material; may research and compile data for special projects.
- Compiles, composes, proofreads, edits and disseminates to appropriate individuals routine and non-routine reports, correspondence, forms, formal minutes or meeting notes and/or other narrative or statistical documents; selects appropriate document formats; gathers information necessary for document composition, meetings, and/or presentations.
- Establishes and ensures maintenance of central and specialized files; serves as a resource on clerical procedures and activities; assists others in organizing and evaluating work processes; assists in automating manual systems by providing technical assistance on clerical operations and user needs.
- Prepares, reviews and processes department head personnel paperwork for hires, terminations, merit increases and other personnel changes.
- Sets up Board of Supervisors and County Administrator's Office events and coordinates details; assists with Board of Supervisors special receptions.

- May review procedures, practices and work methods to increase effectiveness and efficiency of operations; may coordinate the flow of work, as well as assign functional responsibilities and individual duties.
- May be assigned additional clerical administrative and supervisory responsibilities; may provide administrative and technical support to the management analyst staff; may participate in studies involving clerical operations and activities.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Experience:

Six (6) years of secretarial, administrative support and/or office management experience in a public or private agency, two (2) years of which included responsibility for performing complex administrative support work for an executive officer of an organization or governing board similar to those duties listed above. Some related supervisory experience is preferred.

Education/Training:

High School Diploma, GED, or equivalent. Associate's degree or higher from an accredited college or university with a major in Business Administration or a related field is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Principles, practices and procedures of contemporary office administration including records management procedure development, composition of business correspondence and document formatting, and public contact techniques.
- Manual and automated filing systems, information storage and retrieval systems, business correspondence, report writing, minute and agenda preparation, and correct English usage.
- Word processing, spreadsheet, and document management computerized systems.
- Accounting and bookkeeping principles, practices and methods.
- Functions and responsibilities of the Board of Supervisors.
- Procedural requirements governing the recording and authentication of actions taken by the Board of Supervisors.
- Knowledge of conducting public meetings subject to the Brown Act.
- Knowledge of Robert's Rules of Order.
- Local government operation and programs.

- Data collection, evaluation and presentation techniques.
- Some knowledge of staffing analysis techniques.
- Work review and measurement techniques.
- Working knowledge of claims processing, purchasing, payroll and budgeting procedures.

Skill and/or Ability to:

- Proficiently use word processing, spreadsheet and document management computerized systems.
- Supervise the work of others engaged in clerical support activities; evaluate, train, and develop staff and organize their work.
- Perform and review accounting and bookkeeping assignments.
- Provide a range of responsible administrative support tasks requiring the exercise of independent judgment.
- Use correct English grammar, punctuation, and spelling. Proofread, develop, and compose correspondence and routine reports independently, communicate effectively both verbally and in writing.
- Exercise tact and discretion in dealing with the public and handling of sensitive information.
- Gather, process and preserve official records in accordance with statutory regulations and develop and implement operations procedures for record-keeping. Accurately record and transcribe the proceedings of the Board meetings.
- Comply with the laws and regulations governing the recording and authentication of actions taken by the Board of Supervisors.
- Research regulations and procedures and/or technical reference materials.
- Analyze data to establish/identify needs and evaluate program effectiveness.
- Evaluate unusual situations and resolve through application of County/departmental policy/procedures.
- Coordinate the flow of information/communication to and from the executive, communicate effectively with executive officials, executive level management and the public.
- Operate office equipment including a personal computer, copy and fax machines and printers.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling -- Sedentary Work: Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer screen, read,

etc. Positions in this class may also require employees to have depth perception in order to operate a motor vehicle.

- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents may be required to travel independently, for example, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:



Director of Human Resources

- Date Approved by the Director of Human Resources: February 2005
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 2/8/2005
- Date(s) Revised: October 30, 2019
- Class Code: 185080