

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** EXECUTIVE ASSISTANT **GRADE:** 14

**TITLE ABBREVIATION:** EXEC ASSIST **TITLE NO.:** 6384

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE(2)

**DEPARTMENT:** VARIOUS **DIVISION:**

**SUPERVISOR'S TITLE:** DEPARTMENT HEAD

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves fulfillment of varied administrative responsibilities in support of the work of the head of a large and/or multi-tasked department(s). The work requires a high degree of independence and confidentiality in carrying out the duties as assistant to the executive in organizing and coordinating his/her activities as well as performing other assigned duties. General supervision is exercised over clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates and oversees complex schedule of activities and appointments for the department head;

Acts as administrative and coordinative liaison with the County Executive's office, legislature, other county departments, the media, state and local officials, the public, etc.;

Evaluates and responds to concerns from officials, employees and the public, forwarding inquiries as appropriate;

Independently executes special department responsibilities, i.e. bid/contract execution, early retirement program;

Collects and processes data relative to assigned studies of various areas, including department operations;

Manages the administrative office of the department, coordinating and overseeing operations including personnel and civil service administration, budgeting, purchasing, and supervising subordinate staff;

Assists with preparation of the department budget; maintains and supervises costs accounts;

Processes receipt and generation of complex and confidential department communication, both oral and written;

Develops and maintains an organized system of administrative records and reports including records retention;

May recommend changes in administrative policies and programs to carry out department objectives;

May participate in contract negotiations with service providers, analyzing proposed budgets and making recommendations for funding;

May approve costs vouchered for goods or services performed for department head's signature;

May process FOIL requests and/or act as department's Records Access Officer;

May direct the department's purchasing and inventory control system;

May assign and review subordinates' administrative correspondence for accuracy and completeness.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of department's functions and operations; thorough knowledge of modern office practices, procedures and equipment; good knowledge of principals and practices of accounting and bookkeeping; organizational skill; skill in operation of a computer; ability to collect and analyze data and prepare related reports; ability to communicate effectively both orally and in writing; ability to maintain a high degree of confidentiality; ability to develop and maintain effective working relationships with a broad range of agencies and individuals; ability to plan and supervise the work of others; tact; ingenuity; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Bachelor's Degree and one (1) year of experience in an executive secretary or administrative assistant capacity; OR
- (B) Completion of sixty college credits and three (3) years of experience as defined above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined above.

**Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.**