



EL DORADO COUNTY TRANSPORTATION COMMISSION

EXECUTIVE ASSISTANT FLSA – Non-Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and other staff; acts as secretary to the Commission; assists the public and partnering agencies by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant is a single position classification in which the incumbent is expected to independently perform the full scope of assigned duties. Incumbent performs a full range of office and administrative support duties, including organization and coordination of workload, maintenance of a calendar, scheduling of appointments, and preparation of reports and other documents. This classification is distinguished by the performance of sensitive and confidential duties related to the administrative support of the Executive Director, the Commission and other professional staff.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Executive Director. The incumbent does not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Performs a wide variety of routine and complex office and administrative support tasks and duties in support of the Executive Director and Commission; assists the public by providing information personally or directing information requests according to established procedures.

Performs a wide variety of sensitive and confidential routine and complex office, clerical and administrative support tasks and duties, including scheduling appointments, arranging meeting locations and tracking project status.

Serves as Secretary to the EDCTC; records actions taken and arranges for recording actions in the official records; distributes documents resulting from Board action; certifies the authenticity of actions and prepares certified copies; prepares and publishes legal and informational notices on behalf of the Commission; assists in the preparation, distribution and posting of Board meeting agendas in accordance with legal requirements.

Demonstrates an understanding of applicable EDCTC policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the Commission to all callers and visitors in a professional and customer friendly manner.

Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, proposals and fliers from rough drafts or verbal instructions; assists in the formatting of reports; proofreads documents and correspondence; operates other automated office equipment; types drafts, creates documents from draft or verbal instructions, and prepares a wide variety of finished documents; independently responds to e-mail.

Assists with accounting duties; cash receipts, deposit of receivables and reconciliation of petty cash.

Coordinates facilities maintenance, computer maintenance and the Commission Library; performs computer backup and offsite storage of tapes.

Maintains and updates the EDCTC Web site; reviews, updates, purges, writes and edits copy for the site; posts agendas and meeting notices.

Establishes positive working relationships with representatives of community organizations, state/local agencies, EDCTC management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of significant, directly related and progressive administrative and clerical support experience, and an associate's degree.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Office, administrative and clerical policies and procedures; basic understanding of the principles of governing codes and ordinances; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of prioritizing and organizing assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex administrative support to executive management and other Commission employees; take action minutes and prepare related resolution and document; read, understand and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations, including open meeting requirements; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications; operate Web systems.