

TITLE: Executive Assistant

ADM/2

DEPARTMENT: Administration, Fayette County

JOB SUMMARY: This position provides administrative and secretarial assistance to the County Administrator.

MAJOR DUTIES:

- o Answers telephone and greets visitors; takes messages; makes appointments; provides information; refers to appropriate personnel.
- o Coordinates the County Administrator's schedule and maintains his or her calendar.
- o Serves as point-of-contact between department heads, supervisors, and employees and the County Administrator.
- o Drafts, prepares, and distributes correspondence, including letters, charts, spreadsheets, and notebooks.
- o Assists in the design and maintenance of the count Web site; reviews information submitted by departments and forwards to Web designer; monitors Web site daily to ensure accuracy of information.
- o Prepares and administers the annual department budget.
- o Reviews and distributes incoming mail for the County Administrator and the Board of Commissioners; identifies items requiring immediate attention; maintains hard copy filing system; purchases supplies; processes invoices.
- o Serves as official photographer and public information officer for county events; prepares articles to accompany photographs for publication on Web site and in local newspaper; prepares slide show for annual employee luncheon; assists with the publication of the quarterly newsletter.
- o Completes special projects as assigned by the County Administrator.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and department policies and procedures.
- o Knowledge of modern office practices.
- o Knowledge of the principles and practices of records management.

- o Knowledge of job related software applications.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in report preparation and records maintenance.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The County Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county policies and procedures. These require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of related administrative duties. The need to perform multiple tasks at the same time contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative and secretarial support for the County Administrator. Success in this position contributes to the efficiency and effectiveness of department operations.

**PERSONAL CONTACTS:** Contacts are typically with elected and appointed officials, department heads and supervisors, co-workers, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of

Executive Assistant, Administration

Page 3

Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.