

Champaign County Job Description

Job Title: Executive Assistant to County Administrator

Department: Administrative Services

Reports to: County Administrator

FLSA Status: Exempt

Grade Range: H

Prepared Date: June 2014

SUMMARY Provide comprehensive administrative support to the County Administrator and Deputy County Administrator for the successful operation of Administrative Services.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides administrative support to County Administrator and Deputy County Administrator including document preparation and distribution, maintenance of all files and coordination of calendars, schedules and meetings.

Prepares agendas, attends meetings, and prepares minutes as directed by County Administrator and Deputy County Administrator.

Provides work direction, training and supervision to Administrative Assistants and Volunteers in Administrative Services.

Prepares and submits Administrative Services and IT Department bi-weekly payroll and reviews timesheets for accuracy.

Manages Administrative Services budget by maintaining records and processing payments.

Maintains compliance with Federal and State Regulations concerning employment through maintenance of required postings and certifications.

Assists the Affirmative Action Program; files EEO Report; maintains other records, reports and logs to conform to EEO regulations.

Coordinates job postings and position advertisements for county offices.

Assists in organization training and development efforts.

Coordinates Employee Recognition Program.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES This position provides supervision to 2-5 administrative support and volunteer positions.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Two years of college level course work with emphasis in office management or administration and over five years of experience, or equivalent combination of education and experience.

LANGUAGE SKILLS Ability to read and interpret documents such as policies and contracts. Ability to write routine reports and correspondence. Ability to speak effectively before managers, committee members, groups of customers or employees.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as interest, proportions, percentages and area. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.