

## Champaign County Job Description

**Job Title:** Executive Assistant to County Executive

**Department:** Administrative Services

**Reports to:** County Executive

**FLSA Status:** Exempt

**Grade Range:** H

**Prepared Date:** March 2019

**SUMMARY** Provide comprehensive administrative support to the County Executive, the Deputy Director of Finance, and the Deputy Director of Administration for the successful operation of Administrative Services.

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

Provides administrative support to the County Executive including document preparation and distribution; maintenance of files and coordination of calendars, schedules and meetings; prepares reports and correspondences; and, facilitates requests for information and support.

Prepares agendas, attends meetings, and prepares minutes as directed by County Executive; plans and coordinates county-wide annual events.

Provides work direction, training and supervision to administrative assistants and volunteers in Administrative Services.

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

Assists the Deputy Director of Finance in support of managing and maintaining budgets, maintaining records and processing payments, supporting account funds, and managing debt service funds.

Assists the Deputy Director of Administration in support of HR functions for the County, including ADA, EEO, and Affirmative Action compliance and programs, and Federal and State Regulations compliance of employment practices; coordinates job postings and position advertisements for all County offices.

Acts as account manager for County-wide Xerox, telephone services and vending services.

**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.