

## EXECUTIVE AIDE

Job Code	Pay Grade
11140	P3

### Nature of Work

This is advanced and highly responsible administrative, technical and analytical work for an Elected Official. Employees in this class perform a wide variety of complex tasks requiring initiative, independent judgment and extensive working knowledge of the Commissioner's district and constituent concerns. Duties include researching rules, regulations and policies for the Commissioner and the public. Emphasis is placed on relieving the official of administrative detail and work entails dealing with political, confidential and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. This classification is distinguished from the lower level Executive Assistant role due to more advanced levels in scope of work, complexity, responsibility, and autonomy. The incumbent reports to an elected official.

### Minimum Qualification Requirements

- 6 years of administrative or para-professional experience that includes 1 year lead worker, supervision or supervisory training; or
- Associate's degree or 2 years office/administrative training with coursework in information technology, business, finance, public administration or a related field and 2 years experience as described above; or
- Bachelor's degree in Public Administration, Political Science, Law, Business Administration, or a related field; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Attends community events and meetings representing the Commissioner and reports back regarding issues of concern, new information and updates presented at the meetings.
- Researches and monitors issues coming before the Board of County Commissioners and other boards the Commissioner is associated with (i.e., Homeless Leadership Board, Pinellas Suncoast Transit Authority, Tourist Development Council etc.).
- Reviews and summarizes; memos, agendas, news articles, reports, and other communications in order to brief the Commissioner regarding content relevant to County business.
- Gathers source materials for articles or speeches and assists in drafting and proofreading letters, confidential papers, memos, newsletters, speeches and articles, composes letters and memoranda for Elected Official's signature.
- Receives visitors and telephone calls for the Elected Official.
- Coordinates and schedules meetings and appointments for, and with, the Elected Official; makes travel arrangements as necessary.
- Routes mail to proper department, as necessary; responds to routine correspondence, annotates and delivers non-routine correspondence to the Elected Official.
- Maintains files and records for the Elected Official's immediate office.
- Prepares a variety of routine and special reports from source material in files, and confidential materials.
- Maintains control records for associated boards or councils and informs officials as vacancies occur.
- Coordinates presentations for awards, proclamations, retirements and certificates of appreciation and notifies recipients.
- May supervise clerical staff, volunteers, and interns performing administrative, clerical, or research duties.
- Performs related work as assigned or required.

## EXECUTIVE AIDE (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of business English, mathematics and legal formats and terms.
- Knowledge of modern office procedures and Microsoft office applications.
- Knowledge of ordinances, official functions and personnel procedures.
- Ability to work independently on complex and confidential administrative tasks, compose effective and accurate correspondence and deal with non-routine and complex tasks without recourse to supervisors.
- Ability to deal with the public in an effective and courteous manner.
- Ability to keep complex fiscal and statistical records, ledgers and files and provide information correctly and concisely, orally and in writing.
- Ability to independently prepare agendas, legal documents, resolutions, ordinances and related complex or confidential correspondence.

For official use only

Revised	EEOC Code	Overtime Code
9/15	Administrative Support	Exempt