

# EXECUTIVE ADMINISTRATIVE SPECIALIST

Job Code	Pay Grade
11326	P4

## Nature of Work

This is responsible professional administrative level work providing executive administrative support to senior level executive staff within the County Administrator's Office. An employee in this class is responsible for providing a variety of executive staff support services to include coordinating, and publishing the agendas for many Board of County Commissioners (BCC) meetings, representation and interpretation of policies and regulations, as well as composing correspondence which requires a working knowledge of county wide agencies. The position assures availability of executive materials covering both special and day-to-day business topics, agendas, policy deliberations and the continuum of county government administration vital to support the conduct of business in county government. The position interacts with high ranking officials, executives and managers and requires a high level of sensitivity and confidentiality. The position acts independently due to the level of executive interaction required and the extremely broad scope of activities to which attention must be given. The incumbent reports to an Assistant County Administrator or executive staff within the County Administrator's Office.

## Minimum Qualification Requirements

- 5 years of progressively responsible public or private sector administrative business coordination, paperwork management, responsibility for detailed information, and activities support related experience in federal, state, county, municipal, or corporate environments including lead worker or supervisory training, or
- Associate's degree in public administration, business, or related field and 3 years experience as described above, or
- Bachelor's degree and 1 year experience as described above, 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.)

- Assesses and coordinates key administrative support to the county's top officials, managers and administrators.
- Plans and schedules a wide spectrum of meetings ensuring compliance with requirements for public notice, attendance, records, reports, and other complex planning and follow-up.
- Receives documents, communications, executive correspondence, reports, visitors and telephone calls for senior executive staff; ascertains nature of business and works closely with staff to complete organization goals in efficient and effective manner.
- Communicates meeting plans and agendas to senior officials, executives, and the public.
- Maintains and generates complex fiscal, operating, personnel, payroll and activity reports utilizing automated systems.
- Facilitates exchange of information, reports, memos, correspondence and other information.
- Researches and assembles contracts and independently produces drafts and accurate final copies of reports, documents, forms, and memoranda.
- Obtains and delivers a wide range of information and reports on a variety of subjects.
- Maintains close contact with senior level officials and other contacts.
- Coordinates administrative activities between departments.
- Serves as an important source of information for county policies, procedures, operations and activities.
- Performs related work as required.

## EXECUTIVE ADMINISTRATIVE SPECIALIST (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of modern business methods and procedures applicable to large public sector and/or large private sector governing bodies and organizations.
- Knowledge of public administration techniques and principles and practices.
- Knowledge of laws, rules and regulations applicable to county government.
- Ability to plan, organize, coordinate, and provide support to multiple groups to achieve complex organizational goals and objectives.
- Ability to work efficiently and effectively in a sensitive and confidential work environment supporting the needs of executive staff.
- Ability to apply computer applications and software.
- Ability to analyze and solve administration problems and effectively recommend solutions to administrative problems.
- Ability to research information and solve executive administrative operations issues.
- Ability to present oral and written comments and recommendations clearly and concisely.
- Ability to make sound independent judgments on administrative assignments.
- Ability to maintain cooperative working relationships with officials, managers, staff and the public.
- Ability to research and obtain information necessary for legislative and manager decisions.

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Created	EEOC Code	Overtime Code
2/12	Administrative Support	Exempt