



Jackson County Board of County Commissioners

Position Description

Job Title:	Executive Assistant	Reports To:	Administrator
Department:	Administration	Supervisory (Y or N):	N
Location:	Headquarters	Retirement:	Regular Class
Annual Salary:	\$32,377.00 - \$46,319.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

ROLE AND RESPONSIBILITIES

Under occasional supervision, serves as a program assistant performing a variety of administrative duties in support of a variety of County programs. Work involves providing administrative support to assist the County Administrator in administrative oversight of various programs. Employee is responsible for coordinating and attending meetings; and advising the County Administrator of upcoming actions, concerns and deadlines pertaining to various programs and their principals, conducting research, and assisting with routine record keeping and program activities in assigned programs. Employee must also exercise considerable tact and courtesy in frequent contact with public officials and the general public. May support Deputy County Administrator as needed. Reports to the County Administrator

ESSENTIAL JOB FUNCTIONS

- Assists County Administrator in oversight of a variety of County programs; performs a variety of functions including maintaining contact with and assisting program principals, and ensuring that the County Administrator is apprised of individual boards' decisions, concerns, deadlines, upcoming events, etc.; conducts research regarding new and existing projects, as required.
- Coordinate and maintain the County Administrator's daily calendar
- Gathers information and prepares agenda packets for meetings of various boards, conferring with board chairmen or designees; notifies participants, news media and other interested parties of date and time of meetings, as appropriate; attends meetings to take notes and assist with staff assignments as a result of board action.
- Coordinates travel arrangements for the County Administrator and the Board of Commissioners.
- Meets with members of the public; responds to questions and/or complaints about the County; works with the public to identify solutions to problems and issues; corresponds with news media on items of interest to general public, as requested.
- Answers surveys and requests on behalf of the County; composes letters and reports, as requested.
- Coordinates meetings for various boards, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary; organizes various County events, as requested.
- Maintains filing system for legal documents resulting from board action.
- Gathers information for department head monthly reports; compiles data for year-end reporting.
- Assists department heads and commissioners as needed.
- Work closely with Clerk of the Court employees to gather and share information, documents etc.
- Performs other related work as required.
- (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

(The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.)



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Associate's degree in business management or a related field, bachelor's degree preferred, and 3 to 5 years of experience providing administrative/management support and public information officer duties, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Proficient personal computer skills required. Possession of a valid Florida driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of philosophies, goals, objectives, and policies of various County programs.
- Knowledge of the organization and functions of the County.
- Knowledge of modern office practices and procedures.
- Knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.
- Knowledge of standard bookkeeping practices as applied to governmental transactions.
- Knowledge of State open meetings and public record laws.
- Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to research program documents and narrative materials, and to compile reports from information gathered.
- Ability to make administrative decisions in accordance with laws, ordinances, regulations and County policies and procedures.
- Ability to develop and modify work procedures, methods and processes to improve efficiency.
- Ability to communicate effectively orally and in writing.
- Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle in a safe manner. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.



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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):		Date:	
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Department Director)		Title:	Date:
Approval of Agency Personnel Officer:		Title:	Date: