



CLASS SPECIFICATION FOR:

Executive Assistant

General Statement of Duties:

Routinely works independently handling issues, meetings, communications and matters of varying degrees of significance in importance and impact appropriately as they arise; performs difficult, sensitive and confidential administrative tasks for the Board of Supervisors, County Manager, Superintendent of Schools or Chief Judge of the Circuit Court; does related work as required.

Distinguishing Features of Class:

The incumbent in this class routinely handles interactions on behalf of the official by responding to issues appropriately. Primary essential duties include handling confidential and sensitive matters for County Officials that routinely have the potential to affect the County's operations and personnel and/or the potential for significant liability as well as financial, political and/or legal impact if the Executive Assistant does not provide sufficient communication, research, resolution, and implementation on matters/issues handled preliminarily for the officials or in its entirety when matters/issues are handled independently. Performs highly complex and diverse administrative support tasks for the top positions in the legislative, executive and judicial branches of Henrico County government. The incumbent must demonstrate a broad and thorough knowledge of County, school, or court operations. Contact with top-level officials in both the public and private sector is frequent, and the employee is charged with handling a diverse array of matters with a view toward conserving the time of the elected or key official to which assigned when supporting or facilitating interactions, communications, and when appropriate, responses/resolutions. The incumbent demonstrates excellent interpersonal skills as well as considerable tact and excellent judgment in dealing with the diverse array of situations and problems that occur, as improper handling of these might have serious public relations implications or impair the operations of County or schools administration.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Responds appropriately to contacts from a diverse array of citizens, businesses, media, professionals, etc, received through a variety of forums including but not limited to mailed correspondence, email, phone calls, meetings;
- Handles confidential and sensitive matters for the Judges, Board of Supervisors, and County Manager that routinely have the potential to affect the County's operations and personnel and/or the potential for significant liability as well as financial, political and/or legal impact;
- Screens visitors, telephone calls and incoming mail, personally answering those inquiries which, in the Executive Assistant's judgment, do not require the official's or supervisor's attention;
- Prepares communications with attorneys, citizens, business leaders, media and others for Officials' signature;
- Prepares and maintains a variety of schedules, logs, dockets, files, databases, etc. for the assigned Officials;
- Coordinates a wide variety of logistics for the assigned Officials;
- Maintains broad and thorough current knowledge of assigned Officials' areas of responsibilities and operations as well as the assigned legislative, executive or judicial branches of Henrico County government County;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough current knowledge of the legislative, executive or judicial branches of Henrico County government County; comprehensive working knowledge of the assigned branches of County government; excellent critical thinking and decision making skills; sound logic and reasoning skills with the ability to research, interpret, understand, and communicate complex information with a diverse audience in a wide array of situations; ability to make effective, sound and logical recommendations; ability to learn the policies and procedures of and the services provided by the office and official to which assigned; ability to follow complex oral and written directions; proven organizational skills; ability to work under pressure and to make decisions in accordance with laws, ordinances, regulations and established procedures; excellent communication and interpersonal skills with the ability to establish and maintain effective working relationships with County officials, employees, the public and other parties relevant to area of assigned responsibilities, interacting at all times professionally with tact and courtesy; demonstrated proficiency in the use of personal computers and/or



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Required Knowledge, Skills and Abilities continued:

automated systems with the ability to enter, retrieve and analyze data and prepare reports; demonstrated proficiency in working with common business software products and industry specific databases and systems; ability to learn and use specialized systems; proven discretion and the ability to maintain confidentiality; ability to maintain sensitive and confidential records; ability to work independently, with minimal direction or guidance, to manage own workload and priorities and complete assignments as required; excellent customer service skills; and dependability.

Minimum Education and Experience:

Education: Graduation from high school, completion of relevant college classes, college degree preferable;

Experience: Five (5) years of relevant experience providing an extensive range of progressively responsible administrative support and coordination of work for senior level professionals/officials in highly visible, sensitive or political positions with responsibilities including complex scheduling of time and logistics, handling sensitive situations and acting as representative of the professionals/officials or organization; applying substantive body of knowledge of rules, procedures and/or operations;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license;
- Physical condition that allows for accompanying the official in a variety of settings as required.