



## EXECUTIVE STAFF ASSISTANT

FC: AF146  
PB: 03  
FLSA: Non-Exempt

PC: 754  
BU: 91 (NR)  
Created: January 1, 1999  
Revised: September 28, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs a variety of highly responsible, complex and confidential office administrative and secretarial duties in support of the Board Appointed officers within the Offices of Controller/Treasurer, District Secretary, and General Counsel within the District; coordinates assigned activities with other departments, outside agencies and organizations; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class provides high level administrative staff support to the Board Appointed Officers of the Offices of Controller/Treasurer, District Secretary, and General Counsel. The class administers and coordinates complex activities. The incumbent is expected to exercise considerable latitude and independence of actions and to represent the District in meetings. This classification is distinguished from Staff Assistants in that the Staff Assistant provides support to the Assistant General Managers and Executive Managers. This position is distinguished from the Senior Staff Assistants in that the Senior Staff Assistant provides support to the Deputy General Manager and Managing Director, Capital Corridor. This class is distinguished from the Senior Executive Staff Assistant in that the Senior Executive Staff Assistant provides administrative and analytical support primarily to the Office of the General Manager.

### **REPORTS TO**

This position reports to the Board Officers of the Offices of the Controller/Treasurer, District Secretary, or General Counsel.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Performs highly complex and confidential administrative assistance in support of the Board Appointed officers within the District; manages all administrative activities within assigned office.

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2. Provides analytical support in assigned area; compiles, analyzes and summarizes a variety of materials for staff and the Board of Directors.
3. Provides administrative support in coordinating, compiling, developing and monitoring the budget; generates reports as required.
4. Serves as liaison between assigned management staff and District departments, and representatives from outside agencies and organizations.
5. Within established guidelines, acts upon requests for information from the Board of Directors; prepares written responses as required.
6. Independently composes, compiles and prepares correspondence, reports and documents; reviews finished materials for completeness, accuracy and compliance with District policies and procedures.
7. Maintains filing systems and records; develops and implements filing systems; modifies systems as appropriate.
8. Maintains a calendar of activities, meetings and events; coordinates activities with other executive offices, departments, agencies and the public.
9. Coordinates meeting activities; schedules meetings and prepares agendas; arranges facilities; notifies participants; takes and disseminates notes.
10. Coordinates travel schedules; arranges travel details; prepares expense accounts for approval and payment.
11. Screens office and telephone callers; responds to requests from internal and external sources; provides information using regulations, policies and procedures relating to assigned responsibilities.
12. Manages office support functions; directs the work activities of assigned secretarial and clerical personnel; prioritizes and coordinates work assignments; reviews work for accuracy.
13. Provides assistance on special projects, events and functions, as assigned.
14. Assists other staff assistants as necessary and provides relief in their absence.

## **QUALIFICATIONS**

### **Knowledge of:**

Office administration and secretarial practices and procedures.

As assigned, principles of lead supervision and training.

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Current office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Principles of business letter writing and report preparation.

Practices used in minute taking and preparation.

Principles and procedures of filing and record keeping.

Principles and practices of business math, accounting and budgeting.

English usage, spelling, grammar and punctuation.

### **Skill in:**

Performing highly complex administrative and secretarial support services.

As assigned, leading, organizing and reviewing the work of staff.

Independently preparing correspondence and memoranda.

Interpreting and applying departmental policies and procedures.

Planning, organizing and scheduling office priorities.

Maintaining confidential files, records and reports.

Researching, analyzing, compiling and summarizing a variety of materials.

Analyzing and resolving office administrative issues.

Operating office equipment including computers and supporting word processing and spreadsheet applications.

Typing at a speed necessary for successful job performance.

Taking and transcribing dictation at a speed necessary for successful job performance.

Responding to requests and inquiries from the general public.

Understanding the organization and function of a public agency.

Interpreting and explaining District policies and procedures.

Working independently in the absence of supervision.

Analyzing problems, identifying alternative solutions and making recommendations.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a high school diploma, GED or recognized equivalent.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable professional executive secretarial and office administrative experience.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

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May require maintaining physical condition necessary for sitting for prolonged periods of time.

**EEOC Code: 02**

**Safety Sensitive Designation: No**

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