Sarasota County

SARASOTA COUNTY GOVERNMENT
Career Track

EXECUTIVE ASSISTANT

SUB-CLASS CODE: See Below
EEO CODE: 05
FLSA: Exempt
W/C CODE: 8810
PAY BAND: Professional

MAJOR FUNCTION(S)

This is advanced clerical, administrative and/or technical work providing support to Senior County Officials. Employees in this class are in highly visible positions assisting and communicating with all levels of County government, as well as external agencies and businesses, the media, and the General Public. Position requires comprehensive knowledge of all functions and activities of County Government including executive and commission functions and responsibilities, and public obligations requiring considerable levels of tact, diplomacy and confidentiality.

Primary Purpose	
Executive Assistant, Tier I Sub-Class Code 32918 - Pay Grade 9931	**Senior Executive Assistant, Tier II** Sub-Class Code 32919 - Pay Grade 9932
Duties/tasks reflect a variety of highly responsible, confidential, detail-oriented and time sensitive support functions for the Assistant County Administrators or Commissioners. **In general, work assignments at this level may include, but are not limited to….** ▪ Initial point of contact for Assistant County Administrators or Commissioners ▪ Manages and maintains executive calendars ▪ Handles information requests (phone, in-person or email); directs calls/requests to appropriate parties; assigns and tracks requests ▪ Receives visitors, arranges conference calls, schedules meetings, appointments, conferences and speaking engagements ▪ Schedules and coordinates travel arrangements; prepares travel expense reports ▪ Composes memos and letters; formats, edits and proofs documents ▪ Communicates with all levels of county employees, external agencies, local businesses, community groups, the media, constituents, and the General Public ▪ Assists in preparation of presentations, talking points and information required ▪ Prepares associated agenda/information packets or presentations ▪ Assigns and tracks assignments directed from the BCC ▪ Submits p-card receipts to Account Coordinator ▪ Updates the following: Administrative Directives (SharePoint), phone lists, County Administration or Commissioner SharePointsite, and scgov.net web page ▪ Monitors executive's scgov.net inbox ▪ Backup records custodian	**Duties/tasks reflect** a variety of highly responsible, independent, confidential, detail-oriented and time sensitive support functions for the County Administrator and Deputy County Administrator. **In general, work assignments at this level may include, but are not limited to….** ▪ Initial point of contact for County Administrator and Deputy County Administrator ▪ Manages and maintains executive calendars and appointments ▪ Handles information requests or directs calls/requests to appropriate parties; assigns and tracks requests ▪ Receives visitors, arranges conference calls; coordinates meetings, conferences, speaking engagements and travel ▪ Composes correspondence, prepares invoices, reports, memos, letters, expense reports, etc.; formats, edits and proofs documents and communication pieces ▪ Coordinates and directs office services, records, departmental finances, budget preparation, personnel issues, etc. ▪ Communicates with all levels of county employees, external agencies, local businesses, community groups, the media, constituents, and the general public ▪ Assists in preparation of presentations and talking points ▪ Prepares associated agenda/information packets ▪ Virtually attends BCC meetings for Board Report section ▪ Assigns and tracks assignments directed from the BCC ▪ Handles public records requests, compliance of records and destruction of records ▪ Gatekeeper for agenda items and electronic contracts for CA; ▪ Processes emergency procurement items ▪ Oversees the work of the Executive Assistant ▪ Trains, coaches, mentors, counsels Executive Assistant
*Advanced level includes Tier II duties	

Core Competencies (Knowledge, Skills and Abilities)

Executive Assistant, Tier I Sub-Class Code 32918	**Senior Executive Assistant, Tier II** Sub-Class Code 32919
Communication Skills/Technical Knowledge	
▪ Displays advanced customer service skills such as courtesy, sensitivity, tact, rapport, and discretion ▪ Maintains high standard of confidentiality ▪ Responds appropriately to inquiries and provides adequate information ▪ Delivers a high level of response to controversy and issues ▪ Problem solves through interactions with internal/external stakeholders ▪ Places priority on responses ▪ Communicates effectively and appropriately ▪ Demonstrates flexibility in work situations	▪ Handles difficult customers/situations ▪ Prioritizes work effectively ▪ Responds to inquires of a non-routine nature ▪ Provides appropriate response to policy, procedures, contract matters, and legal or regulatory issues ▪ Organizes and presents information effectively ▪ Uses tact in responses to executives, commissioners, and external/internal customers ▪ Displays initiative to contact customers on difficult issues ▪ Exercises sound, independent judgment ▪ Possesses good technical knowledge of County Government ▪ Practices good time management techniques ▪ Communicates effectively and regularly with the Executive Assistant ▪ Assists in training and developing Executive Assistant
Both levels require ability to establish and maintain effective working relationships.	
Business Equipment and Computer Skills	
Intermediate computer skills: ▪ Outlook ▪ Microsoft Office ▪ Electronic Filing Systems ▪ eNet ▪ Workday ▪ MS Teams ▪ Smartsheet ▪ OnBase eGenda & eCar ▪ Zoom Meetings Ability to use standard business equipment: ▪ Copier ▪ FAX ▪ Calculators ▪ Printers ▪ Phones	Expert computer skills: ▪ Expert skills in computer operations ▪ Expert in computer software/hardware necessary to perform the Job ▪ Microsoft Office ▪ OnBase eGenda & eCar ▪ eNet ▪ Workday ▪ Electronic Filing Systems ▪ Zoom Meetings ▪ Smartsheet
Budget/Fiscal Skills	
▪ Exercises good stewardship of county resources	▪ Exercises good stewardship of county resources ▪ Offers innovative cost-saving ideas when appropriate ▪ Ability to prepare Invoices and Expense Reports

Minimum Qualifications	
Executive Assistant, Tier I Sub-Class Code 32918	**Senior Executive Assistant, Tier II** Sub-Class Code 32919
▪ Associate degree from an accredited college or university in Business Administration or related field with 4 years job-related experience in an office/ administrative environment **OR** ▪ BS or BA degree from an accredited college or university in job-related field; 2 years job-related experience is preferred **OR** ▪ Equivalent combination (6 years) of education and experience may be considered at management discretion. ▪ Requires a high degree of confidentiality, tact and diplomacy	▪ Associate degree from an accredited college or university in Business Administration or related field with 6 years job-related experience in an office/ administrative environment **OR** ▪ BS or BA degree from an accredited college or university in job-related field; 4 years job-related experience is preferred **OR** ▪ Equivalent combination (8 years) of education and experience may be considered at management discretion. ▪ Requires a high degree of confidentiality, tact and diplomacy
NOTE: 30 college credits are considered equivalent to one year of college.	

NOTE: Employees who acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY: **DATE:**

Chris Louria Digitally signed by Chris Louria
Date: 2022.03.03 12:46:03 -05'00'

Chris Louria, Chief Human Resources Officer

Revisions: 5/13/21