

EXECUTIVE ASSISTANT / TECHNICAL SUPPORT ADMINISTRATOR

DEFINITION

To perform a variety of routine to complex multi-departmental administrative support duties and/or to manage daily operations of a multi-divisional or multi-departmental programs.

DISTINGUISHING CHARACTERISTICS

The scope and complexity of the duties and responsibilities assigned distinguish executive Assistant / TSA from of Administrative Services Officer. Executive Assistant / TSA coordinates all common functions that co-exist across the departments administered by the Assessor/ Clerk-Recorder (Assessor, Clerk, Recorder, Board of Supervisors Office and Elections). When assigned to develop and manage multi-departmental programs, incumbent is responsible for development of procedures and policies along with monitoring daily operation, reporting progress to Assessor/Clerk/Recorder and when necessary assisting Assistant department heads with the changes to implement and maintain successful operation of the program.

In addition, the Incumbent is responsible for assisting the Assessor/Clerk/Recorder in implementing new data processing solutions and or procedure/policies that are common to the offices administered by the Assessor/Clerk-Recorder.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Assessor/Clerk/Recorder, exercises direct supervision over clerical and/or technical program staff. Works with and advises Assistant Department Heads regarding multi-departmental goals and objectives.

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

Assists Assessor/Clerk/Recorder in assessing future data processing needs for combined offices.

Researches and prepares overall schedule of acquisition and implementation.

Advises Assessor/Clerk/Recorder of multi-departmental concerns and deficiencies.

Acts as technical data processing liaison between software/hardware vendors and departments. Works with staff of combined offices on data processing issues or problems.

Plans, develops policies and procedures for multi-office programs, assisting supervisory staff in implementing said programs.

Reviews work of staff to ensure implementation objectives.

Coordinates and/or provides staff training.

Participates in selection of staff.

Works with employees and/or assistant department heads to correct deficiencies in program implementation.

Coordinates and monitors assigned multi-departmental operations meeting with and assisting assistant department heads and supervisory personnel to ensure compliance with policies, procedures and regulations.

Conducts research related to assigned programs, analyzes findings; prepares recommendations, reports and necessary correspondence; presents reports to appropriate agency, committee, Board and or County staff.

Composes, prepares, maintains and/or processes a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required.

Participates in budget administration; reviews departmental budget requests with assistant department heads to coordinate budget preparation and justification of supplies and equipment.

Prepares fiscal reports and updates.

Prepares bid specifications for data processing services and equipment; reviews data processing purchase requisitions and invoices prior to processing; maintains contact with vendors, services providers and users groups.

Serves as departmental liaison to Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.

Attends a variety of meetings with staff, other department/divisions, and/or outside agencies as appropriate; disseminates meeting information to Assessor/Clerk/Recorder.

Receives and responds to inquiries, requests for assistance and complaints from county staff, outside agencies and/or public.

Performs general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintains computer record-keeping operation, creating databases and charts, processing personnel/payroll documents, etc.

When directed, performs the duties of the Assessor/Clerk/Recorder in his/her absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Organization, fiscal and personnel management.

Principles of supervision, training and performance evaluation.

Research methods, techniques and procedures.

Principles and/or methods of public and/or business administration.

Budgeting procedures and techniques.

Principles and procedures of fiscal and statistical record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn the operation, policies and procedures of the department.

Analyze problems; identify alternative solutions, project consequence of proposed actions, and implement recommendations in support of goals.

Supervise, train and evaluate the work of staff.

Prepare and administer a budget.

Establish and maintain cooperative-working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Maintain confidentiality as required.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Two year of responsible program development and administrative experience, preferably in local government.

Additional qualifying experience may be substituted for the required education in a year-to-year basis to a maximum of four years.

Training:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration or related field.

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| Job Code: | 0672000 |
| Bargaining Unit: | 10 |
| FLSA Status: | N |
| Workers' Compensation Code: | 8810 |
| Pay Table: | CNTY |
| Range: | 438 |