

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 7/19/96

EXECUTIVE ASSISTANT TO COUNTY EXECUTIVE

DISTINGUISHING FEATURES OF THE CLASS: The work in this class involves responsibility for the performance of a variety of administrative and management functions designed to free the attention of the County Executive for technical matters, planning and policy making. An employee in this class assists in the development of County procedures and regulations. The work is performed in accordance with broad objectives outlined by the County Executive, permitting wide leeway for the exercise of independent judgement. Immediate supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists superior in the formulation and review of County procedures and regulations;
Conducts and reviews staff needs assessments for County;
Reviews training needs of staff and develops appropriate training programs in-house or by contract;
Evaluates training program effectiveness;
Responds to grievances and problem issues;
Provides training and counseling to personnel supervised;
Provides technical assistance in the review of policies, regulations, contracts, management information systems and other areas;
Conducts administrative, organizational and management studies;
Assigns work to subordinates;
Coordinates and expedites functions of Office of County Executive;
Maintains public relations;
Researches and prepares releases to the news media for County Executive approval;
Performs related work to facilitate the administrative functions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of principles and practices of office management; thorough knowledge of modern administrative organizational and personnel theory, practices and policies; thorough knowledge of office terminology, procedures and equipment; good knowledge of supervisory principles and techniques; ability to supervise and review the work of others; ability to conduct management and administrative studies; ability to work well with others and to secure their cooperation; sound judgement; resourcefulness in the solution of problems; thoroughness.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.