



Cayuga County Department of Human Resources
and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATOR**
Jurisdictional Class: Exempt - PJC
Civil Division: County Service
Adoption: CSM 6/21/18

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing confidential, complex administrative functions for the County Administrator on a daily basis. The incumbent performs a variety of tasks in support of the County Administrator's executive function including preparing of materials for legislative and management matters. The work is carried out in accordance with procedures set forth by the County and as directed by the County Administrator. Responsibilities involve acting as a liaison between the County Administrator, the Legislature, Department Heads and the general public. Incumbent works closely with appropriate staff to coordinate the necessary reports requested of and needed by the County Administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides Administrative support to the County Administrator including correspondence, report preparation and organizational communications;
Facilitates and coordinates meetings, gatherings and other events at the request of the County Administrator;
Accepts, leads and manages assigned special projects, including those which impact or influence organizational policy;
Performs research as requested;
Manages County Administrator's calendar, determines access to Administrator's office, provides logistical support;
Coordinates the submission and review of budgets and other financial reports;
Provides assistance to legislators, County departments and the public as needed;
May take and prepare agendas and minutes and distribute copies to appropriate parties;
May assist the County Administrator and County Labor Attorney in the preparation of confidential documents for union negotiations by typing, copying and distributing the documents;
Provides input and feed back on matters of policy development and implementation;
May seek and enlist the collaboration of other support personnel in projects and wide scope activities;
Oversees and maintains all records in a confidential and secure manner;
Performs duties necessary for the effective execution of duties of this department as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of office management; Thorough knowledge of the policies, laws, and regulations relating to local government; Working knowledge of local government structure, interdepartmental and interagency relationships; Ability to handle routine and complex administrative details independently including the composition of letters and memoranda; Working knowledge of the organizational structure, goals, and objectives of the agency, report preparation; Ability to function independently in an advanced technology administrative environment including the use of electronic media; Good judgment; Resourcefulness in problem solving; Strong time management skills; Excellent internal and external customer service skills; Effective organizational skills; Ability to establish and maintain effective working relationships; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business, Management, Public Administration; or related field, PLUS three (3) or more years of experience in a public sector environment, or related business experience, which shall have included leadership level interaction.
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Management, Public Administration or related field, PLUS seven (7) or more years of experience in a public sector environment, or related business experience, which shall have included leadership level interaction