JOB DESCRIPTION

Executive Assistant
(Exempt)

Reports To: Chief Innovation Officer

Salary Range: Level 40
$53,034 - - $66,293 - - $79,551

Job Summary:

This position will provide administrative support directly to the Chief Innovation Officer. This position will work with other Executive Assistants to support the Executive Management. This position will apply specialized technical and professional principles and skills to solve complex administrative problems. This may include planning, developing, evaluating, advising, and improving various management control systems, programs and policies, work methods and procedures.

Duties and Responsibilities:

Assist the Chief Innovation Officer and related department, compose correspondence and memorandums, and arrange conferences and meetings. Coordinate all activities related to the Chief Innovation Officer, which may include contacts with outside agencies.

Serve as liaison between the Chief Innovation Officer and Board/Council.

Interpret administrative policies, acquire and disseminate information concerning work methods and procedures, organization, work controls and similar management functions.

Organize Council and Committee meetings including preparation of all supporting materials. For example, compiling Board/Council agenda-related materials in order to prepare agenda packet for Board/Council members.

Prepare a variety of written documents including minutes from Council meetings and other formal Committee meetings, special, regular and financial reports, contracts, etc.

Track and follow-up on various assignments from Council and staff meetings.

Manage various databases and lists.

Identify and solve problems or issues, collect and analyze data, develop alternatives and make specific recommendations to the Chief Innovation Officer.

Scan and maintain the contract files and other documents in the electronic imaging system.

Manage Records Retention procedures.

Prepare maps through the GIS system as requested.

Coordinate the signing of checks and contracts with Council members.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree and three (3) years or more successful experience OR Associate's degree and five (5) years or more successful experience supporting a senior official in a governmental, not-for-profit agency or complex business environment performing high level administrative duties, OR high school diploma or equivalent and ten (10) years or more successful progressive experience in a governmental, not-for-profit agency or highly complex organizational environment performing high level administrative duties.

Considerable knowledge of principles and practices of governmental or not-for-profit agency, management and administration in the operation of a complex organization.

Thorough knowledge of general office business machines as well as modern administrative practices and procedures.

Ability to communicate effectively, both orally and in writing.

Independent thinking and problem-solving skills.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to travel locally and non-locally.

New: 7/01
Revised: 7/04, 7/05, 6/10, 10/22, 03/25, 10/26