EXECUTIVE ASSISTANT (BUILDINGS)

General Statement of Duties and Responsibilities

Under direction, performs highly confidential and exceptionally difficult and responsible administrative work directly for an executive. All incumbents perform related work.

Examples of Typical Tasks

Participates in, and relieves the executive of the administrative detail of the office, and discharges the usual duties of an executive assistant acting in a most exceptional and responsible capacity.

Handles extremely important, complex and confidential materials.

Records the proceedings of meetings and conferences, and prepares the agenda, spreadsheets and presentations, and makes all necessary arrangements for the same.

Oversees teleconference set-ups, answers phones, routes inquiries and handles complaints.

Reviews, prioritizes and handles correspondence. Screens telephone calls, messages and incoming written materials.

Prepares and edits reports, memoranda and announcements.

Engages in research activities to compile and arrange data for the expeditious consideration and determination of policy questions.

Organizes and maintains the executive's private files.

Prepares purchase requests. Maintains supply and equipment inventories.

Coordinates vacation schedules of senior personnel.

Keeps the executive informed of pending matters and appointments.

Plans, assigns and reviews the work of subordinates, and is responsible to the executive for the satisfactory completion of the work assigned.

EXECUTIVE ASSISTANT (BUILDINGS) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university; or

2. An associate degree from an accredited college or university and two (2) years of experience as a confidential assistant, executive assistant or secretary; or

3. A four-year high school diploma or its educational equivalent and four (4) years of experience as described in "**2**" above; or

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.