



**Class Title: County Executive Assistant**  
**Pay Grade: 10**

**FLSA Designation: Exempt**

**Established: 7-2015**

**Class Summary/Primary Function**

This is a professional administrative and managerial position related to planning, directing, organizing, coordinating and monitoring the administrative processes necessary to carry out the efficient and economic operation of the County and the policies and goals of the County Commissioners. The position serves as the primary liaison to the public and employees, receiving and responding to concerns, issues and suggestions; the job facilitates internal partnerships between departments and elected officials. The position reports to the County Commissioners and coordinates with the County Clerk, but work is performed independently based on goals and objectives established by the Commission. Considerable latitude is granted for the exercise of independent judgment and initiative in carrying out the duties and responsibilities of the job. The principal duties of the position are performed in a general office environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Establishes and demonstrates a climate of high quality public services that are responsive, respectful, value-based and innovative;
- Responds to questions, concerns and issues on behalf of the Commissioners while recognizing the implications and consequences of misrepresenting the authority of the Commissioners;
- Keeps the Commissioners regularly and fully informed of operational and administrative matters;
- Communicates and coordinates with elected officials, department heads and employees on behalf of the Board to ensure efficient and effective execution and delivery of County services and programs, many of which may be complex and/or controversial;
- Represents the Commissioners as requested to attend special meetings or briefings and provides a summary of results/actions required;
- Attends Commissioner meetings, hearings and work sessions as applicable to provide historical perspective and background information as necessary;
- Participates in budget discussions and maintains a record of pertinent decisions, explanations and outcomes;
- Serves as custodian of public records related to the office of the County Commissioners;
- Creates and maintains agendas, minutes, legal notices and other files and documents related to public meeting and hearings;
- Serves as the County Risk Manager working closely with the Prosecutor and human resources representative on matters of personnel, property liability and potential litigation;

- Assists Elected Officials and department heads with establishing and maintaining personnel and administrative policies and ensuring the implementation and enforcement of policies and procedures;
- Conducts research and analysis as requested by the Commission, requiring in-depth awareness and understanding of Idaho statutes, rules, legislative actions, etc.;
- Establishes and maintains strong community relationships with city, state and federal officials as necessary;
- Recommends executive and administrative actions to the Board of County Commissioners;
- Develops and maintains a variety of documents, including correspondence, spreadsheets and reports;
- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Responds to public records requests;
- Creates, types, and proofs memos, letters, and documents of a confidential nature;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Organizes county-wide events;
- Performs related work as required.

### **Competency Requirements:**

Knowledge of:

- The legal environment related to County administration, finance, insurance and human resources management including federal, state and county laws, codes and regulations;
- Operational issues and functions of a political office in a municipality;
- County government practices, budgets, procedures and departmental relationships;
- Public records management, maintenance and retention;
- Time management and calendaring;
- Municipal budgeting and related monitoring techniques;
- Public relations skills and materials;
- English composition, grammar and punctuation;
- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- Program analysis and forecasting;

Ability to:

- Effectively and efficiently carry out the goals and objective of the County Commissioners;
- Organize, coordinate and facilitate numerous projects, services and programs for the effective execution and delivery of County services;
- Prioritize projects and maintain open and regular communication with all departments to ensure short and long-term needs are met within associated timelines and budget allocations;
- Serve as the County's Risk Manager;
- Maintain confidentiality of all matters at all times;
- Resolve conflicts with internal and external customers;
- Maintain a professional demeanor at all times;
- Articulate verbally and in writing the needs, goals and priorities of County partnerships and programs;

- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with the public, supervisory personnel, attorneys, local elected officials, and other County employees under occasionally stressful conditions;
- Respond to citizen requests in a courteous and effective manner;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

### **Acceptable Experience and Training**

- Bachelor's or Master's Degree in Public Administration or related field; or
- Five (5) years experience in organizational management or business, or government related experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.