

# NEW CASTLE COUNTY GOVERNMENT

Number 0167

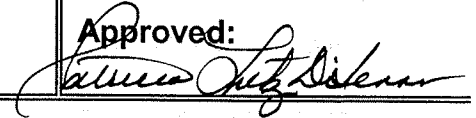
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Date 05/01/01

## CLASS SPECIFICATION

Title: EXECUTIVE ASSISTANT I

Approved:



GENERAL STATEMENT OF DUTIES: Assists the County Executive or general manager in the performance of administrative and management duties; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for relieving the County Executive or general manager of administrative and management details. This classification involves considerable latitude in making decisions in keeping with existing policies, procedures and directives in effect. This employee studies operations to assure that policies, procedures and directives of a superior are being carried out and meets with general managers to accomplish this. This employee coordinates policies and procedures with division managers, department staff and other County departments. This classification is administrative rather than clerical in nature and requires appropriate professional background. The Executive Assistant I is under the direction of the County Executive, a general manager or other designated supervisor.

### EXAMPLES OF WORK: (Illustrative only)

- Assists the County Executive in such administrative activities as preparation of proposals and related reports and the analysis of requests from operation units;
- Investigates and resolves complaints for the County Executive or the general manager;
- Assists in the preparation of reports including conclusions and recommendations for solution of administrative problems;
- Screens correspondence and takes action on all items except those that require the specific attention of the County Executive or the general manager;
- Composes memoranda and letters for the County Executive or the general manager;
- Coordinates special projects and arranges meetings to include citizen conferences;
- Participates in administrative research and special studies as directed;
- Represents the County Executive or the general manager at various meetings as required;
- Gathers information background materials relating to pending ordinances and works with the President of County Council or other designated Council staff to see that such material is provided for the County Council;

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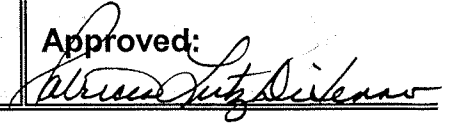
## CLASS SPECIFICATION

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Date 05/01/01

Title: EXECUTIVE ASSISTANT I

Approved:



- Acts as Executive staff liaison with other governmental units, private agencies and various citizen groups;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the principles and practices of public administration and management; good knowledge of informational sources, methods and techniques used in administrative research; ability to plan, organize, coordinate and supervise the work of others; good knowledge of County governmental functions ability to conduct staff studies; analyze data, and make correct judgment; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to work effectively with other employees, officials, agencies, representatives and the public; ability to plan, organize and coordinate special projects; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least one year responsible experience in the area of government and/or business administration and possession of a Bachelor's Degree from an accredited college or university with major course work in public or business administration or closely related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**HISTORY OF REVISIONS:**

Established: 05/23/74  
Revised: 09/18/89  
Revised: 02/14/94  
Revised: 07/01/97  
Revised: 05/01/01