

# NEW CASTLE COUNTY GOVERNMENT

Number 0168

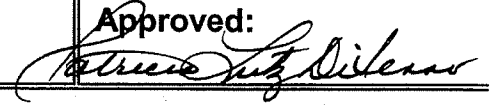
## CLASS SPECIFICATION

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Date 05/01/01

**Title:** EXECUTIVE ASSISTANT II

**Approved:**



**GENERAL STATEMENT OF DUTIES:** Assists the Chief Administrative Officer, the County Executive or a 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 assisting the Chief Administrative Officer, the County Executive or a general manager in performing difficult administrative and management work so as to relieve them from the many details of such work. This classification involves the analysis of management problems and the development of County-wide policies for the Office of the County Executive or policies for a particular department as well as preparing administrative and special reports based upon independent investigation and research. This employee requires considerable expertise in government administration as gained through an appropriate professional background. The Executive Assistant II is under the direction of the Chief Administrative Officer, a general manager or other designed supervisor.

**EXAMPLES OF WORK:** (Illustrative only)

- Analyzes internal management problems and develops policies and proposals for their solution;
- Designs internal management reporting systems and oversees the implementation of such systems;
- Develops administrative policies for the Chief Administrative Officer, County Executive or general manager;
- Coordinates the preparation and collection of operating reports;
- Composes correspondence on non-routine matters;
- Assists in preparing staff meeting agendas, following up actions taken at staff meetings and assisting in the implementation of staff meeting decisions;
- Represents the County Executive or the general manager at various meetings within the County government or with outside agencies;
- 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.

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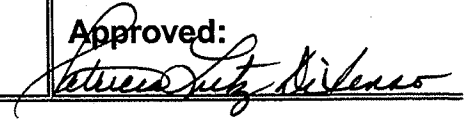
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Date 05/01/01

## CLASS SPECIFICATION

Title: EXECUTIVE ASSISTANT II

Approved:



**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of public administration and management; good knowledge of informational sources, methods and techniques used in administrative research; good knowledge of budgeting, bookkeeping and purchasing; thorough knowledge of County government functions; ability to conduct staff studies, analyze data and make correct judgments; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to grasp and resolve complex administrative problems; ability to work with other employees, officials, agencies, representatives and the public; ability to plan, organize, coordinate, supervise and evaluate the work of others; ability to participate effectively in decision making groups, conferences and individual interviews; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least three years progressively responsible experience in governmental administration at a management level 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: 02/08/73  
Revised: 09/18/89  
Revised: 02/14/94  
Revised: 07/01/97  
Revised: 05/01/01