

Code: 7030

*Title: CHIEF ADMINISTRATIVE ASSISTANT TO THE COUNTY
ADMINISTRATOR - UNCLASSIFIED*

SUMMARY: Provides professional-level administrative support to the County Administrator. Coordinates administration functions and assists in management activities of the County Administrator's Office. This classification is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assists in planning, directing, and administering projects and activities within the County Administrator's Office;

Conducts studies, research, and special projects on behalf of the County Administrator, which may be politically sensitive in nature;

Researches, develops and writes reports concerning managerial or supervisory issues;

Represents the County Administrator's Office on committees, boards, and at various meetings;

Establishes and maintains liaison relationships with other County departments and with various outside agencies, groups, and concerns;

Conducts surveys to gather information for studies or research;

Responds to public inquiries, resolving potential problems and addressing pertinent issues;

Coordinates the efforts of staff to achieve objectives;

Plans, organizes and schedules various meetings;

Coordinates the preparation of material for the Board of Supervisors' study session agendas;

Takes and transcribes shorthand dictation and transcribes from electronic dictating equipment;

Performs word processing to create and edit memoranda and correspondence for the executive's signature;

Responds to inquiries and resolves minor complaints from the public and County employees;

Maintains a filing system of correspondence, memoranda and reports;

Compiles and organizes reports, studies, and presentations for submission to the Board of Supervisors;

Supervises, trains and assigns work to administrative support staff;

Reviews and analyzes internal unit procedures and practices to determine efficiency and effectiveness of operations.

KNOWLEDGE & SKILLS:

Knowledge of:

- research/analysis methodology and techniques and report preparation;
- laws, regulations, statutes, policies, and procedures applicable to the County Administrator's Office;
- public sector organization and functions;
- public administration principles and practices;
- basic managerial techniques and practices;
- study and research methodology;
- office procedures and practices;
- business English, grammar, composition and spelling;
- record keeping and filing methods;
- office management techniques.

Skill in:

- staff supervision and training;
- reviewing functional and operational procedures;
- reviewing and analyzing departmental policies and procedures;
- administering projects and program activities;
- prioritizing and coordinating multiple tasks and activities;
- communicating effectively, both orally and in writing, and preparing reports;
- researching, compiling, and analyzing information and making recommendations;
- interpreting and applying statutes, regulations, policies, and procedures;
- use of automated information systems to maintain/monitor data and produce documents;
- taking and transcribing dictation using shorthand or dictating equipment;
- preparing and typing various documents;
- word processing to create and edit documents;
- operating a variety of office equipment.

DESIRED QUALIFICATIONS:

EITHER:

(1) Three years of experience providing administrative support to an executive position.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Eighteen months of experience with Pima County as an Executive Secretary.

OR:

(3) Six months of experience with Pima County as Executive Secretary-Office of the County Administrator.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.