

*Code: 7050*

*Title: EXECUTIVE ASSISTANT TO THE COUNTY ADMINISTRATOR-UNCLASSIFIED*

**SUMMARY:** Assists the management staff of the Office of the County Administrator with the direction and supervision of assigned functions. This classification is in the unclassified service and is 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.)

Reviews departmental requests, directs assigned staff work and recommends action;

Performs special projects and studies including research analysis and recommendation of options available;

Analyzes operational problems between departments, recommends action and implements the solution;

Assists with departmental reorganization planning;

Responds to citizen's inquiries;

Reviews reports, surveys and studies keeping management apprised of significant findings;

Coordinates all cable communications activities for the county;

Attends civic functions, addresses groups and prepares written and oral presentations;

Represents management at consult and confer meetings with employee organizations, on committees and at specified activities;

Receives and resolves complaints from the public and County employees;

Monitors and prepares outside agency contracts;

Coordinates agenda development with the Clerk of the Board and directs staff activities in preparation for Board of Supervisors meetings and for other boards and committees;

Directs and coordinates the activities of the Board of Equalization and other assigned programs, projects and boards;

Coordinates the preparation of countywide programs;

Supervises, trains, coordinates and reviews the work of assigned staff;

Prepares and monitors budgets;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Acts as liaison for the County Administrator with the Board of Supervisors and elected officials.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of effective management and public administration;
- county government operations, organization, policy and procedures;
- budget and fiscal accounting practices;
- principles of effective office and public communication, public speaking and report writing.

Skill in:

- directing and coordinating varied administrative governmental functions;
- communicating effectively, both orally and in writing;
- explaining and interpreting policies and procedures to others;
- identifying, analyzing and developing solutions to a variety of management and administrative problems including the development of alternative methods and procedures;
- supervising and training assigned staff.

**DESIRED QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a major in business or public administration or a closely related field as defined by the appointing authority and five years of administrative experience including two years of experience involving government operations.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require possession of a valid Arizona driver license with appropriate endorsement(s), as defined by the appointing authority at the time of application or appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

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.

Pima County

7/1/86  
Updated 1/7/14(tb)