

Code: 7060

Title: EXECUTIVE ASSISTANT-BOARD OF SUPERVISORS-UNCLASSIFIED

SUMMARY: Completes administrative support tasks for a member of the Board of Supervisors. This classification is responsible for highly sensitive and confidential projects and reports directly to a member of the Board. This is an appointed, unclassified position 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.)

Performs administrative work for a member of the Board of Supervisors;

Responds to citizen inquiries and complaints, performs related research and staff work and resolves problems and complaints;

Reviews management and departmental reports, studies and recommendations to evaluate impact on the County and may suggest appropriate action;

Performs special projects and confidential studies under the direction of a Board member;

Represents the Board member at meetings, conferences and civic functions as required;

Researches and composes a variety of correspondence independently;

Establishes and maintains liaison with County management, County departments, outside agencies and their respective staffs;

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

May chair or serve on various committees as assigned, including intergovernmental or legislative projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- the principles and practices of management and public administration;
- County government operations, organization, policies and procedures;
- the resources available for resolution of items of public concern.

Skill in:

- researching and compiling data;
- preparing a variety of reports, letters, memoranda and other communications;
- communicating effectively, both orally and in writing;
- interpreting and explaining policies and procedures to others;
- dealing with irate or highly emotional members of the public.

DESIRED QUALIFICATIONS:

Any combination of training and experience in administration or management or a closely related field as defined by the Appointing Authority which demonstrates the desired knowledge and skills.

OTHER REQUIREMENTS:

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

may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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