

Metropolitan King County Council Classification Specification



Position: Executive Assistant	FLSA: Hourly, overtime eligible
Department/Site: Council Administration	Salary Grade: 22
Council Approved: 07/05/17	

Summary

The Executive Assistant performs a wide range of complex, confidential, and sensitive administrative support to one or more of the Council's senior executive positions; using independent judgement coordinates meetings, prepares materials, notices, and minutes; edits and proofreads correspondence; and completes project work as assigned. The Executive Assistant is an at-will, classification.

Distinguishing Career Features

The Executive Assistant serves in a senior executive-level administrative support capacity, one that involves considerable ability to work with minimal guidance, make independent judgements, and deal with information of confidential and/or politically sensitive nature. The position reports to the Chief of and may also provide support to other Senior Managers within the Legislative Branch as assigned by the Chief of Staff.

Essential Duties and Responsibilities

- Perform technical and complex administrative support to one or more executives involving the use of independent judgment and an in-depth understanding of the functions, policies, and procedures of the Council.
- Monitor and coordinate the calendars of the Chief of Staff and other senior positions such as, but not limited to, the Chief Policy Officer a Government Relations Director and Chief Legal Counsel.
- Schedule meetings with policy staff, various work teams and outside entities; provide support for meetings in areas such as preparation of agendas and materials, taking notes, and providing administrative follow-up.
- Organize, balance, prioritize, and perform administrative support duties, anticipating business and legislative calendars and cycles. Establish and work within time lines for projects, activities, and required reports.
- Compose correspondence and other documents of a confidential nature.
- Respond to inquiries and convey technical and/or other information about programs and services provided by the Council; interpret and convey policies and procedures, referring extremely difficult or sensitive matters to the appropriate executive.
- Monitor budgets and prepares salary projections.
- Assist the Director of Operations with special projects.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Well-developed knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing
- Working knowledge of the rules, regulations, protocols, and procedures associated with public meetings and the legislative process
- Working knowledge of County functions, programs, policies, legislative, intergovernmental, and community-based processes
- Working knowledge and skill in using personal computers and common desktop productivity software
- Working knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence and write and edit report text
- Well-developed human relation skills to work productively and cooperatively with diverse teams, exercise extreme discretion when dealing with sensitive information, and exercise patience when dealing with internal and external customers

Required Ability

- Independently perform all of the duties of the position
- Accurately take and transcribe notes and/or meeting minutes/recollections
- Interpret, explain, and apply knowledge of Council organization and committee processes, and special terminology used in committee processes
- Prepare spreadsheets, graphs and charts, and enter, import and export data to and from databases, and access information from internal and external databases
- Tabulate, summarize, compile and compute statistics using financial and other numeric data
- Handle multiple competing priorities, to plan, organize and prioritize work in order to meet schedules and timelines. Requires attention to detail
- Plan and sequence the logistics involved with setting up meetings and events
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services
- Work at various locations and varying schedules
- Consistent attendance and punctuality

Education and Experience

The position typically requires an Associates degree or equivalent business school certificate and three years of experience in administrative support. Additional experience in a legislative and/or environment or working with elected officials may substitute for some higher education.