

CLASS TITLE: **Executive Assistant**

CHARACTERISTICS OF THE CLASS: Under direction, provides assistance to the Commissioner in the development of policies and programs affecting the department; and performs related duties as required.

EXAMPLES OF DUTIES: Acts as a liaison between the Executive Office and staff. Coordinates and oversees departmental staff meetings; attends divisional meetings within and outside central office. Assists in supervising the overall operations of the department. Communicates the goals and objectives of the department and disseminates information to appropriate personnel. Works towards maintaining a cohesive relationship among staff. Reviews and evaluates staff, proposals and work performance. Represents the Commissioner before civic and governmental groups to explain the programs and policies of the department. Acts as a catalyst within the department. Identifies and anticipates staff problems and recommends viable solutions. Provides administrative management support for all Divisions/Offices/Field units and performs related follow-up duties.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Social Science or Business Administration, supplemented by five years experience as Executive Assistant to a CEO in a private or public organization; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Extensive knowledge of the principles of Administrative Management. Practical knowledge of the methods for performance evaluation. Perspective knowledge of the working process of the department.

Ability to grasp situations which require executive assistance and provide the necessary support. Ability to develop and maintain a cohesive and professional relationship with senior executives. Ability to communicate with all levels of employees.

Skill in identifying problems and recommending viable solutions.