



## EXECUTIVE AIDE

**Department:** Office of the Pierce County Executive  
**Job Class #:** 025700  
**Pay Range:** Executive 02

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible, complex administrative and coordination work for the Office of the Pierce County Executive. Employees in this class are responsible for project and policy coordination and/or analysis, public relations, participation and liaison with other organizations and various administrative tasks. Duties include coordination of programs and projects, budget preparation and management, personnel selection and supervision, and office operation management. Work in this classification involves considerable use of independent judgement in analyzing issues and making recommendations and developing reports. Work is reviewed periodically by the Department Director or Chief of Staff through reports, conferences and overall evaluation of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises and coordinates staff activities. Coordinates daily operations and assists in developing and implementing operating procedures consistent with regulations controlling departmental activities.
- Participates in the preparation and presentation of the budget and its subsequent cost control and monitoring; tracks statistics. With input from others, determines priorities on budget items, develops alternatives, and provides fiscal analysis.
- Participates in recruiting and makes recommendations on the hiring of staff. Assists with employee goal setting, employee evaluations, disciplinary actions, training and staff development programs; prepares appropriate paperwork.
- Performs timekeeping functions for department; completes time records; computes time worked; maintains leave status records and monitors leave balances.
- Coordinates and schedules various meetings, retreats, training and events. Coordinates in State and Out-of State travel arrangements. Prepares and provides agendas, maps and information as required.
- Oversees data collection; performs research analysis and prepares reports and other applicable documentation.
- Supervises billing and other accounting related activities. Prepares requisitions and pays vouchers and invoices for departmental business transactions; places supply and computer orders from requisitions.
- Prepares and/or provides technical assistance for newsletters, office flyers and pamphlets produced by department.
- Designs and maintains office webpage; liaison for webpage information.
- Maintains office policy and procedure manual; analyzes policies and procedures and makes recommendations for additions, deletions and/or changes; maintains office-related charts and maps.
- Assists in the administration of ongoing programs or projects.
- Acts as department liaison for information and service needs concerning specialized or technical services rendered and related office functions.
- Performs other job-related duties as assigned.

## **EXECUTIVE AIDE**

### **Classification Description - Pierce County**

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#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles of public administration.
- Knowledge of computer applications, especially word processing and spreadsheet applications.
- Knowledge of personnel management.
- Knowledge of the methods and techniques of budget preparation and execution.
- Ability to coordinate, analyze and administer a wide variety of tasks, including studies, programs, projects, policies and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively plan, coordinate and monitor the work of subordinates.
- Ability to analyze administrative problems and to make sound policy and procedural recommendations.
- Ability to establish and maintain effective working relationships with a wide variety of individuals and groups, County officials, employees and the general public.
- Ability to manage multiple diverse projects.
- Ability to handle stressful situations and work under pressure.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

#### **RECRUITING REQUIREMENTS**

Graduation from a four-year college or university with major coursework in public or business administration or a related field. In addition, two or more years of administrative experience directly related to the duties of the position. Any combination of experience and/or education which would clearly indicate the ability to perform the essential functions of the position.

#### **SPECIAL NOTE**

This position is exempt from Pierce County's Career Service. An employee in this position is appointed by and serves at the pleasure of the County Executive.