



EXECUTIVE ASSISTANT

Department: Executive
Job Class #: 164700
Pay Range: Executive 05

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: The Executive Assistant provides a broad range of support for the Executive. In addition to managing Executive Office administrative staff, this position deals with highly complex and confidential matters, requiring an advanced level of professionalism, tact and diplomacy.

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS:

- Provide support for the Executive, as directed.
- Manage Executive Office administrative staff.
- Keep the Executive apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf.
- Conform to the County Finance Policy and Procedures Manual, Human Resources policies and the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Executive. Plans, assigns, directs, supervises and evaluates the work of Executive Office administrative staff.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various training locations is required

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates and recommendations to the Executive and as requested communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

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MINIMUM REQUIREMENTS TO APPLY:

Bachelor's degree required; advanced degree preferred. Additional credentialing and experience in related field(s) considered.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.