

Intercity Transit
JOB TITLE: Executive Assistant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT: Executive	DIVISION: Executive Services	FLSA STATUS: Non-Exempt
SUPERVISION RECEIVED FROM: Executive Services Director	SUPERVISION EXERCISED OVER: N/A	PAY GRADE: B21
SUMMARY: Provides staff assistance, a variety of administrative duties and completes research in support of the Executive Department, the General Manager, the Intercity Transit Authority, volunteers and employees.		
DISTINGUISHING CHARACTERISTICS: Performs specialized tasks in support of the Executive Department. As an Assistant, incumbents are required to perform specialized and specific activities requiring knowledge of specialized administrative support activities. Work performed is within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Represents and supports the Executive office to the public via telephone and personal contact; interacts with executive level management and elected officials from public and private organizations and entities, department heads, Agency staff, and the general public; responds to requests for information and assistance; provides information regarding Agency policies, procedures, rules, and regulations; resolves citizen concerns and complaints.	Daily 15% (B2)
2.	Coordinates meeting room usage. Sets up and maintains rooms. Schedules audiovisual equipment usage. Orders and sets up meals for meetings. Maintains boardroom, storage areas.	Daily 5% (A1)
3.	Prepares and distributes weekly internal employee news. Prepares electronic presentations for viewing throughout the Agency. Maintains records of all newsletters. Notifies employees of timelines to encourage article submissions.	Weekly 10% (A1)
4.	Composes and types general correspondence, reports and departmental related materials with brief instructions. Performs administrative and clerical duties as needed. Provides back-up in composing employee recognition letters and monitoring the Agency's recognition program.	Weekly 10% (A1)

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5.	Coordinates travel arrangements and conference registrations for the Executive staff, Authority members, volunteers, and other employees as requested.	Weekly 5% (A1)
6.	Prepares and distributes agenda packets for public meetings. Edits and proofreads reports, minutes, and materials prepared by other Executive staff; ensures conclusion of pertinent source information in documents. Copies, collates, and distributes packets.	Monthly 10% (A1)
7.	Assists in planning and implementing special events such as Transit Appreciation Day and the Agency Annual United Way campaign. Prepares related promotional materials.	Quarterly 15% (B2)
8.	Represents the Executive Department on various internal committees, i.e. Records Committee. May be required to represent the Agency at external events.	Monthly 5% NB
9.	Performs special projects, as needed, including data and information collection, preparation of materials and initial analyses and conclusions. Prepares PowerPoint and Excel presentations with graphics at management request.	Occasionally 5% (B2)
10.	Assists with writing and distributing Agency policies, procedures, and tasks. Maintains Executive Department policy manual.	Occasionally 5% (B2)
11.	Serves as a backup to the Clerk of the Board.	As Required NB
12.	Maintains Agency and Executive Department contract and document files. Maintains Executive documents on agency website. Reviews files for record retention; prepares files for storage, destruction or archiving.	Monthly 5% (A1)
13.	Prepares legal notices for public hearings and special meetings as required by law; places notices in media. Attends board work sessions and regular meetings as recording secretary; composes related minutes.	Monthly 10% (A1)
14.	Performs other duties of a similar nature or level.	As Required
15.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Public relations principles;
- Rhetorical, oratorical, and grammatical theory and practices;
- Event planning principles;
- Graphic design principles;
- Electronic calendaring;
- Meeting planning practices;
- Records maintenance policies, practices, and methods;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Data collection and analysis techniques;
- Conflict resolution techniques;
- Consensus building techniques;
- Modern office procedures.

Skills (position requirements at entry):

Skill in:

- Prioritizing work;
- Using computers and applicable software;
- Resolving conflict;
- Compiling and analyzing data and information;
- Preparing complex reports;
- Interpreting and applying policies, procedures, and guidelines;
- Writing and editing documents;
- Maintaining confidentiality;
- Providing customer service;
- Operating modern office equipment;
- Computing rates, ratios, and percents to draw and interpret survey data;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associates Degree and three years of increasingly responsible administrative support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

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Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR