

**Title: Executive Assistant**  
**Department: Administration**  
**Division/Office: County Administrator's Office**



Grade 2119; FLSA Exempt position; Category: Classified; Job Code: EXASST; Rev.:07/01/2021

### **General Description**

The purpose of this position is to provide highly responsible and complex administrative support to the County Administrator and to coordinate assigned activities with County departments, outside agencies, and groups and individuals.

This position works independently, under limited supervision, reporting major activities through regular communications.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Prepares varied and complex department documents, records, reports, and forms requiring knowledge of programs, policies and procedures.
- Initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines.
- Researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval.
- Answers department telephones; provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages.
- Skillfully handles complaints and inquiries regarding County functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.
- Researches and collects financial, statistical, technical and specialized data from multiple sources for assigned research and special projects.
- Sets-up and maintains specialized office files; files letters, reports, and related technical information in the prescribed manner. Assembles information for others use.
- Tracks and process purchase requisitions, purchase orders and invoices on computer; assures that vendors receive payment in a timely manner and investigates any outstanding purchase orders, invoices or inquiries from vendors, employees or others.
- Attends and transcribes Levy Court committee meetings.
- Makes travel arrangements for the County Administrator.
- Arrange meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires an Associate's degree in a business related field with six (6) years of experience in office administration and/or office management or an equivalent combination of education and experience.

*This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.*

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**Additional Requirements:**

Thorough knowledge of modern office practices and procedures, business English, spelling and math; thorough knowledge of the operations, functions and scope of authority of County departments, requests for information and delegated administrative details; ability to make minor decisions in accordance with laws, ordinances, regulations, and departmental correspondence on routine office management details with little or no supervision; ability to maintain effective working relationships with other employees and the general public; skill in the taking and transcribing notes; tact and courtesy; good judgment; skill and knowledge of the principles and practices of office management; considerable knowledge of personal computers and pertinent applications including word processing and electronic spreadsheets; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

**Americans with Disabilities Act Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Certifications and License Requirements:**

- Prefer Municipal Clerk certification.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement