



# PRINCE GEORGE COUNTY, VIRGINIA

July 2019

## EXECUTIVE ASSISTANT

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Under the direction of the County Administrator and Economic Development Director in accordance with policies and procedures established by the County Administrator and Economic Development Director, performs responsible, highly complex administrative work in support of the County Administrator and Economic Development; performs complex skilled secretarial, clerical and administrative tasks requiring a thorough knowledge of office practices, management of official documents, handling inquiries from the public, and providing liaison activities with all other departments and agencies within the county. The individual must be a qualified typist and word processor; have the ability to represent the county at public forums and to manage the day-to-day tasks of the position with little supervision and direction; does related work as required.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Perform full range of duties as required to execute the duties of Executive Assistant in a timely fashion and with a high degree of accuracy;**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Acts as receptionist for County Administration and Economic Development; greets visitors and refers to appropriate person; answers routine questions; provides general information about County programs, policies and procedures; schedules appointments;

Answers telephone; takes and relays messages; answers questions; provides routine information for County Administration and Economic Development;

Types correspondence, reports, notes and memoranda pertaining to department programs and activities; prepares and distributes agenda packages for Prince George Industrial Development Authority (PG IDA); prepares meeting minutes for review and approval for PG IDA;

Maintains a variety of department files; establishes department filing systems; ensures accuracy of information in reports prior to filing documents for County Administration and Economic Development;

Copies and distributes reports and various other documents; issues copies of reports and documents to the public and interested parties for County Administration and Economic Development;

Enters and updates a variety of department records into computer; updates and maintains computer files; prepares other documents from computer files for County Administration and Economic Development;

Processes accounts payable; prepares purchase orders; orders equipment and supplies for County Administration and Economic Development;

Orders supplies and maintains inventory for County Administration and Economic Development;

Receives and resolves complaints or problems as qualified for County Administration and Economic Development;

Operates personal computer and a variety of office equipment for County Administration and Economic Development;

Searches files and compiles a variety of source material to serve as background for reports presented by County Administrator and Economic Development;

Works closely and in a team environment with the Board of Supervisors, County Administration, and Economic Development staff;

Manages position that deals with highly complex and sensitive information and understands the public relations needs of such an office;

Accurately records and prepares official documents and materials and is aware of the public record access and retention requirements for those documents in County Administration and Economic Development;

Serves as a liaison, and works collaboratively, with other county offices and agencies;  
Maintains confidential records and files and understands the responsible nature of the information that crosses the position's desk;  
Receives calls and visitors for County Administrator and Economic Development office; ascertains nature of business and directs to the appropriate authority for disposition;  
Schedules appointments for and with the County Administrator and Economic Development; maintains appointment books and calendars;  
Types and transcribes letters, reports, meeting minutes, standardized forms and related documents specific to area of assignment; may perform dictation as needed for County Administration and Economic Development;  
Serves as assistant to the County Administrator, Deputy County Administrator, PG IDA, and Economic Development Department;  
Makes travel arrangements for County Administrator and Economic Development Department for conferences as required;  
Receives, opens, processes and sorts mail for the County Administrator and Economic Development Department, as required;  
Assists the County Administrator and Economic Development Director with special projects;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the procedures followed by the County Administrator and Economic Development; ability to work under stressful conditions; ability to plan, organize and accurately complete work within stringent deadlines; ability to manage time effectively and report to workstation in a timely manner; ability to establish and maintain effective and cooperative working relationships with associates, officials and general public. Proven discretion and the ability to maintain confidentiality; demonstrated ability to maintain complex clerical records and to prepare reports from such records. Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the County; ability to maintain office records and to prepare accurate reports from file sources; ability to take meeting notes and prepare minutes from notes or recorded format; ability to make updates and maintain websites, social media or cloud-based programs; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor.

**EDUCATION AND EXPERIENCE:**

Any combination of experience equivalent to graduation from high school supplemented by courses in typing, stenography and business office practices and at least five years experience as an office assistant or position of equivalent responsibility, preferably for a chief executive officer or department director.