

CLASSIFICATION SPECIFICATION

FLSA:	VAR	Job Code:	ACV73119
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	8810		

Job Code Established:	09/01/76	Effective Date:	
Job Code Revised:	06/29/94	Effective Date:	

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: EXECUTIVE STAFF ASSISTANT

HRIS TITLE: EXEC STAFF ASST

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty serving as the staff assistant to an administrator of a major organizational unit in an agency with broad scope and complexity; and performs related work as required.

Positions in this classification typically report to administrators at the assistant director level. The Executive Staff Assistant is distinguished from the Administrative Assistant III by duties and responsibilities requiring a high level of technical skill in such areas as budget, finance or management analysis, by the scope and complexity of the organization and by assignments having a significant impact on management decision making and organizational operations.

EXAMPLES OF DUTIES: Assists the administrator in the development of operating policy and procedures; assists in long-range fiscal and organizational planning; conducts special studies; recommends changes to correct operating deficiencies or to improve the provision of services to the public; develops management information systems to evaluate program performance, resource management and budget control; prepares administrative directives; provides technical assistance and guidance as requested; interprets rules, regulations and policy; represents the administrator at high level meetings involving legislative personnel, government officials and public leaders; participates in the negotiation and development of program proposals and grants; coordinates the preparation of the budget; coordinates activities with other organizational units of the agency; prepares a variety of administrative reports; serves in the absence of the administrator or others as required; may supervise professional and/or clerical personnel; attends conferences and seminars.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: organization, procedures analysis and policy development; the state and federal rules and regulations governing the area of assignment.

Ability to: study, analyze and recommend effective means of improving organization and operating procedures; establish and maintain effective relationships with those contacted in the course of work.

Skill in: oral and written communication.