

9415
EXECUTIVE ASSISTANT

Nature of Work: Under administrative direction, performs administrative and technical work at the advanced level in the direction and evaluation of division programs or general administrative or programmatic area, such as public relations, Information dissemination, or multi-program coordination. May also serve as general assistant to commissioner. Has considerable latitude to vary methods, procedures, and approaches to obtain desired results. Issues dealt with are often sensitive and confidential, and/or controversial. May supervise professional, technical, and/or clerical staff. Performs related work as required.

Examples of Work

Plans, organizes, directs and evaluates the activities of a major division program or a general area of division activity.

Develops policies and procedures for effective operations.

Develops long-range program objectives and recommends fiscal policies for funding.

Maintains contacts with state and federal officials, legislators and program leaders on developments and issues in the assignment area.

Coordinates activities with other units.

Conducts special studies of a confidential nature.

Develops budget estimates and expenditure schedules for division programs and/or activities.

Develops legislative recommendations on division programs and/or activities.

Plans and supervises the work of professional, technical and clerical personnel.

Knowledge, Skills, and Abilities

Knowledge of the basic philosophy and techniques applied to the area of assignment.

Knowledge of the principles of administrative management and planning.

Knowledge of applicable federal and state laws, rules and regulations in the area of assignment.

Knowledge of the organization and function of state government.

Ability to assign and direct the work of professional, technical and clerical employees.

Ability to develop procedures, standards and guidelines for application to division programs or activities.

Ability to analyze needs and develop staffing patterns and budget recommendations.

Ability to evaluate program performance.

Ability to communicate ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with federal and state officials, program leaders and the public.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Additional qualifying experience as described below may substitute for the required training on a year-for-year basis.

Experience: Six years of full-time or equivalent part-time paid experience in administrative, professional, or technical capacity in the area of assignment.

Substitution: Graduate study in an area appropriate to assignment may substitute for the required experience on a year-for-year basis.

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AREAS OF ASSIGNMENT

Accounting, Auditing
Budget, Budget Planning
Data Processing
Education, Training, and Library
General Administrative
Health
Legal
Marketing
Purchasing
Social Services
Employment Programs

Established: 12/1/91
Revised: 4/12/96; 1/28/16
Effective: 1/29/16