



NOVEMBER 2016  
FLSA: EXEMPT  
Bargaining Unit: CO  
JCN: 3906

## SUPERVISOR'S ASSISTANT

### DEFINITION

Under general direction, ~~provides~~performs varied, complex, and often confidential administrative, analytical, research, public liaison, organizational, and secretarial support to a member of the Board of ~~Supervisor~~Supervisors (Board); attends Board meetings; and performs related duties as assigned.

### DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the respective members of the Board of Supervisors. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

~~Incumbent of this class serve at the pleasure of a member of the Board of Supervisors, provided that an incumbent may also be removed with a 4/5's vote of~~This is the Board-advanced-level classification. Incumbents ~~are distinguished from other County administrative support positions~~work under direction and exercise a high level of discretion and independent judgment in that performing the nature, diversity, and scope of full range of routine to complex responsibilities originating from an elected member of the Board of Supervisors require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include ~~attendance at meetings and regular contact with County staff at all~~interacting with various levels of County staff, governmental officials, representatives of ~~business~~businesses or community organizations, and the public to exchange information and explain administrative policies and procedures.

### EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Acts as a central~~Provides information ~~source for~~to the public and other governmental agencies regarding Board ~~of Supervisors'~~ policies and activities.
- ~~Researches, compiles, and summarizes a variety of informational or statistical materials from multiple sources; investigates problems, issues, and concerns related to County government operations; researches information requested by constituents.~~
- ~~Composes resolutions, proclamations, correspondence, confidential memos, and other materials~~material independently or ~~form~~from brief notes.
- ~~Represents or accompanies~~ County Supervisors to various official functions and meetings; may present awards of proclamations.
- ~~Organizes and maintains various administrative, reference, and follow-up files; purges files as requested.~~
- ~~Receives and screens visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures; reviews and responds to citizen complaints.~~
- ~~Types drafts and a wide variety of finished documents form notes brief instructions, or printed materials; uses work processing equipment and may input or retrieve data and prepare reports form an on-line or personal computer system; maintains various databases.~~
- ~~Reviews finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate English usage.~~

- > Organizes meetings by notifying participants, making room and travel arrangements, and preparing agendas and required informational ~~materials~~material; may attend such meetings and prepare minutes or may represent the ~~supervisor~~County Supervisor or associated staff at such meetings.
- > ~~Makes~~Schedules appointments and maintains a calendar.
- ~~Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs related work~~duties~~ as assigned.

### MINIMUM QUALIFICATIONS

~~Note: The appointing member of the Board of Supervisors will determine the exact qualifications and requirements. Typical qualifications are outlined below.~~

#### ~~Education and Experience~~

##### **Education:**

~~Equivalent to graduation from a four-year college or university in an appropriate field,~~

OR

##### **Experience:**

~~Three (3) years of secretarial experience which has included providing office and administrative support to senior management staff at a level equivalent to the County's class of Executive Secretary, plus some college level training.~~

~~Paraprofessional administrative experience, which would provide the knowledge and skills listed above, may be substituted for the education on a year for year basis. Some college level experience in business administration, public administration, planning, or a field related to county provided services is highly desirable.~~

##### **Knowledge of:**

- > Practices and techniques of research, information analysis, and report preparation.
- > Basic organization and function of public agencies, including the role of an elected Board of Supervisors appointed boards and commissions.
- > ~~Record keeping~~Recordkeeping, filing methods, and records management techniques.
- > ~~Public~~Principles and practices of public administration ~~principles and practices.~~
- ~~Basic supervisory principles and practices.~~
- > Basic budgetary principles and practices.
- ~~Office~~ Principles and practices of office administrative and secretarial ~~practices and~~ procedures, such as ~~business letter writing.~~
- > Principles and the operation of common office equipment, including a word processortechniques for working with groups and personal or on-line computer. ~~fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- ~~Correct~~Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English usagelanguage, including the meaning and spelling, of words, rules of composition, and grammar, punctuation, and vocabulary.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- > Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### Ability to:

- > Analyze constituent administrative, operational, and organizational problems; evaluate alternatives; and propose solutions.
- > Research, compile, and summarize a variety of informational materials.
- > Provide varied, responsible, and often confidential administrative and secretarial assistance to a County Supervisor.
- ~~Interpret, Understand, interpret, and apply and explain complex~~ all pertinent laws, codes, regulations, policies and procedures-
- > ~~Prepare clear, and concise correspondence, reports and other written materials. standards relevant to work performed.~~
- > ~~Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.~~
- > ~~Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.~~
- > ~~Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.~~
- > ~~Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.~~
- > Use tact, ~~discretion,~~ initiative, prudence, and independent judgment within ~~established~~ general policy, procedural, and legal guidelines.
- > ~~Establish and, maintain, and foster positive and~~ effective working relationships with those contacted in the course of ~~the~~ work.

### Education and Experience:

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree from an accredited four (4)-year college or university with major coursework in business administration, public administration or a closely related field; or three (3) years of secretarial experience providing office and administrative support to senior management staff. Paraprofessional administrative experience may be substituted for the education on a year-for-year basis.

### Licenses and Certifications:

- > Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- ~~**PHYSICAL DEMANDS** Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.~~

### Other Requirements:

~~Must possess and maintain a valid driver's license.~~

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various county facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard

office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

### ENVIRONMENTAL CONDITIONS/~~PHYSICAL DEMANDS~~

~~The~~

~~Employees work in an office environment with moderate noise levels, controlled temperature conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

~~**Environment:** Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions; may require weekends, evenings, and irregular work hours.~~

~~**Physical:** Primary functions require sufficient no direct exposure to hazardous physical ability to work in an office settingsubstances. Employees may interact with upset staff and operate office equipment; vision in the normal visual range with /or without correction sufficient to read computer screenspublic and printed documents; hear in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wristprivate representatives in interpreting and arm motionsenforcing departmental policies and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; carrying or pushing objects that weigh up to 15 lbs., lifting, carrying or pushing objects that weigh up to 25 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh 26 – 40 lbs. procedures.~~

### HISTORY

JCN: 3906  
Created: JUN 1990  
Revised: MAY 2006  
Revised: APR 2013 – HRD

### WORKING CONDITIONS

Must be willing to attend meetings outside of regular working hours.