



SUPERVISOR'S ASSISTANT

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the advanced-level classification. Incumbents work under direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex responsibilities originating from an elected member of the Board. Responsibilities include interacting with various levels of County staff, governmental officials, representatives of businesses or community organizations, and the public to exchange information and explain administrative policies and procedures.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides information to the public and other governmental agencies regarding Board 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 material independently or 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.
- Reviews finished materials for completeness, accuracy, 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 material; may attend such meetings and prepare minutes or may represent the County Supervisor or associated staff at such meetings.
- Schedules appointments and maintains a calendar.
- Performs related duties as assigned.

QUALIFICATIONS

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.
- Recordkeeping, filing methods, and records management techniques.
- Principles and practices of public administration
- Basic budgetary principles and practices.
- Principles and practices of office administrative and secretarial procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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 language, including the meaning and spelling of words, rules of composition, and grammar.
- 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.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and 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, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of 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

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

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