

Classification Specification
EXECUTIVE ASSISTANT

Date Prepared: August 2022

FLSA Status: Exempt

Date Revised: August 30, 2023

SERIES CONCEPT

This classification provides executive administrative support to the Executive Director and Management Team and supervises individuals in the Office Specialist and Outreach and Communications Specialist series. It is the highest-level classification of the Office Specialist series, which includes Office Specialist II, III, and IV.

GENERAL DESCRIPTION

Responsibilities include providing a variety of administrative, secretarial, clerical, website, outreach, communications, and graphic arts functions to support the Executive Director, Management Team, and human resources and financial aspects of the agency.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

- Serves as office manager by overseeing general administrative and clerical operations, provides support to the Executive Director and Management Team; maintains the Executive Director's appointment calendar; coordinates and schedules meetings for Executive Director, Council Chair, and Management Team.
- Screens Executive Director telephone calls and provides assistance when needed.
- Schedules meetings with legislators for TRPC legislative priorities.
- Coordinates agency travel arrangements and maintains files.
- Coordinates agency training and maintains files.
- Maintains documents that outline office policies and procedures.
- Assists with administrative tasks as needed for human resources function of the agency.
- Tracks annual evaluations and step increases.
- Maintains telework agreements, work hours, and emergency contact list.
- Serves as primary contact for building maintenance; maintains agency keys.
- Lead for supply, equipment, and furniture purchasing (not including information technology).
- Lead for Council and Policy Board bylaws and agreement updates.
- Maintains agency resolutions.
- Lead for public records requests.
- Works on routine functions of the accounting/financial aspects of the agency.
- Conducts annual cost of living adjustment survey for Annual Budget.
- Lead for management of document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.
- Supervises and coordinates front office and communication and outreach activities. Participates in office specialist and communication and outreach specialist evaluations. Assists in training Office Specialist classifications to perform daily work.

- Provides general administration support and coordinates the preparation and distribution of agenda packets and after meeting summaries for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees. Maintains the tickler file to support the meetings.
- Prepares the minutes of the Council, Transportation Policy Board, and other official agency meetings, as assigned.
- In a team setting, works with administrative support staff to share workload, provide clerical support, phone and customer service back-up and office reception as needed to support work of the agency. May perform any of the tasks normally assigned to an Office Specialist, which may include assisting with:
 - Scheduling meetings for staff as requested; coordinating meeting date, time, location, facilities, and equipment arrangements.
 - Helping with setup of equipment and room for meetings.
 - Providing support to agency special events, large special projects, and public meetings.
 - Preparing and submitting legal notices for advertising in local papers.
 - Assisting with coordinating and processing bulk mailings for public events and outreach surveys.
 - Typing and formatting forms, flyers, memoranda, and correspondence. Designing flyers, reports, and presentations.
 - Providing technical information and assistance to the public by phone and in person.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Executive Assistant classification is distinguished by the complexity of tasks assigned and independent judgment required to provide assistance to the Executive Director and Management Team and oversee general agency administrative operations.

It requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office Software for word processing, databases, and spreadsheets is required.

EXPERIENCE – MINIMUM:

Four years of secretarial experience using Microsoft Office software and performing technical document preparation including one year of experience in a position equivalent to an Office Specialist IV.

EDUCATION – MINIMUM:

High School Diploma or equivalent.

PREFERRED:

Additional college-level coursework preferred.

OR SUBSTITUTING

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar, and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Human resources and general finance functions.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Maintain confidentiality and exercise discretion.
- Communicate effectively, orally, and in writing.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both internal and external customers.
- Develop and manage administrative projects and anticipate and respond to administrative and operational problems.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.