



Executive Aide

Category: Exempt
Pay Grade: E17
Job Code: 11140

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced and highly responsible administrative, technical, and analytical work for an Elected Official; performs a wide variety of complex tasks requiring initiative, independent judgment and extensive working knowledge of the Commissioner's district and constituent concerns; researches rules, regulations, and policies for the Commissioner and the public; relieves the official of administrative detail and work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual interdepartmental relations and extensive public contact.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Attends community events and meetings representing the Commissioner and reports back regarding issues of concern, new information, and updates presented at the meetings;
- Researches and monitors issues coming before the Board of County Commissioners and other boards the Commissioner is associated with (i.e., Homeless Leadership Board, Pinellas Suncoast Transit Authority, Tourist Development Council, etc.);
- Reviews and summarizes memos, agendas, news articles, reports, and other communications in order to brief the Commissioner regarding content relevant to County business;
- Gathers source materials for articles or speeches and assists in drafting and proofreading letters, confidential papers, memos, newsletters, speeches, and articles, composes letters and memoranda for Elected Official's signature;
- Receives visitors and telephone calls for the Elected Official;
- Coordinates and schedules meetings and appointments for, and with, the Elected Official and makes travel arrangements as necessary;
- Routes mail to proper department, as necessary, responds to routine correspondence, and annotates and delivers non-routine correspondence to the Elected Official;
- Maintains files and records for the Elected Official's immediate office;
- Prepares a variety of routine and special reports from source material in files and confidential materials;
- Maintains control records for associated boards or councils and informs officials as vacancies occur;
- Coordinates presentations for awards, proclamations, retirements, and certificates of appreciation and notifies recipients;
- May supervise clerical staff, volunteers, and interns performing administrative, clerical, or research duties;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Six (6) years of administrative or paraprofessional experience that includes one (1) year of lead worker, supervision, or supervisory training; or an Associate's degree or two (2) years of office/administrative training with coursework in information technology, business, finance, public administration, or a related field and two (2) years of experience as described above; or a Bachelor's degree in public administration, political science, law, business administration, or a related field; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of business English, mathematics, and legal formats and terms;
- Knowledge of modern office procedures and Microsoft office applications;
- Knowledge of ordinances, official functions, and personnel procedures;
- Ability to work independently on complex and confidential administrative tasks, compose effective and accurate correspondence, and deal with non-routine and complex tasks without recourse to supervisors;
- Ability to deal with the public in an effective and courteous manner;
- Ability to keep complex fiscal and statistical records, ledgers, and files and provide information correctly and concisely, orally and in writing;
- Ability to independently prepare agendas, legal documents, resolutions, ordinances, and related complex or confidential correspondence.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.