



Job Description

TITLE: Executive Administrative Assistant	JOB CODE: 2925
DEPARTMENT: County Executive Office	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision of the Deputy County Manager, the Executive Administrative Assistant supervises and provides work direction to staff; performs administrative functions involving highly sensitive and/or confidential matters. This office professional shall have great communication (verbal/written) skills, flexible, organized, self-motivated, enjoy working in a service-oriented environment. Will be responsible for and ensure communication and correspondence of agendas, notices, schedules, and attendance for commission meetings are handled in an efficient manner. The Executive Administrative Assistant engages with individuals at all levels, collaboratively works with all departments, balance multiple priorities, and leadership qualities to effectively and efficiently manage the administrative functions.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervise office staff to include: hiring, planning, delegating work, giving instruction, training, evaluating, disciplining and terminating.
- Collect and compile statistical data; develop and create a variety of reports.
- Assist with monitoring all aspects with budget, contracts and expenditures; collect, compile and analyze data and information for County Executive Office and community purposes.
- Maintain and coordinate County Executive Office's communication to include calendar; receive, open, review and distribute mail; prepare purchase orders and vouchers; establish and maintain filing procedures; coordinate and monitor assigned projects.
- Prepare and edit correspondence, memoranda, letters, legal documents, information packets and other communications; respond to routine letters and compose general correspondence as directed.
- Answer, screen, determine nature of the calls, and handle accordingly and appropriately; log and route calls to appropriate individuals; take and deliver messages.
- Organize and set up meetings.
- Prepare, manage, and administer grants and projects as directed by Deputy County Manager.
- Make travel arrangements for the County Executive Office and County Commissioners.
- Perform other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of administrative procedures, methods and practices.
- Knowledge of County organization and operations.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.

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Executive Administrative Assistant

- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- Bachelor's degree with five (5) years relevant office work experience and three (3) years supervisor experience; or a combination of equivalent years of experience and education.
- Notary Public
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
