



Delaware County Job Description

Job Title	Executive Assistant	EEO Classification	Administrative Support Workers
Department	County Commissioners Office	EEO4 Function	Financial Admin
Supervisor	County Commissioners	Job Grade	5
Work Schedule	8:30 am – 4:00 pm, M-F	Status	Full-time
FLSA Status	Nonexempt, OT Eligible	Position Type	Appointed
Job Category	SO (Special Occupations)	Hire Date	1/2/2023

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

POSITION SUMMARY

Incumbent serves as Executive Assistant for the Delaware County Board of Commissioners, under broad guidance and direction of the County Commissioners, responsible for overseeing daily operations of Commissioners office, facilitating programs and working relationships with County departments, State departments, businesses, and the public, as well as supervising assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned. The percentage specified for each essential duty and responsibility is an indication of the approximate amount of time spent on that particular duty and/or responsibility. It is not however, an indicator of the importance of the duty. The importance of each duty and/or responsibility may change daily dependent upon related circumstances.

Financial Responsibilities (approximately 35% of job)

- Oversees and provides accountability and correspondence with the County liability and property loss insurance programs and processing of claims. Coordinates details with County departments and insurance companies with regard to County-owned vehicles. Maintains County-owned vehicle inventory, titles, and documentation.
- Oversees preparation of annual Commissioners budget, assists with presentation of budget at budget hearings, including providing detailed information for each account and prior expenditures. Oversees preparation and verification of and obtains approval for claims, payroll, transfer of funds, and additional appropriations. Prepares requests for County Council, projects and anticipates expenditures, and communicates budget needs with Department Heads and County Commissioners. Maintains all financial records and documents for the County Commissioners.

- Advises Commissioners, County departments, and agency officials on budgetary matters, ensuring communications, orders and directives emanating from Commissioners are performed accordingly. Forecast and anticipate potential budget crisis and alert County Commissioners to take appropriate action.
- Monitors Commissioners' budgets, reviews purchasing procedures, and provides fiscal projections and recommendations.
- Verify and approve designated County employees' bi-weekly time sheets.

Administrative Responsibilities (approximately 35% of job)

- Performs election duties for the City and County including securing locations and contracts for polling sites, performing site inspections, and advertising polling information according to State guidelines.
- Serve as liaison between County employees, Elected Officials, Department Heads, and citizens with questions or issues that need to be addressed by the County Commissioners.
- Organizes, plans and prepares agendas for Commissioners' bi-weekly public meetings. Coordinates and advertises meetings with media outlets as required.
- Drafts correspondence for signatures, legal advertisements, and assists with preparation of ordinances and resolutions. Distributes to appropriate person or agency, including news media, state and county departments and the public.
- Receives and responds to inquiries related to County Commissioners, investigating complaints and/or directing citizens, government officials, and vendors to appropriate Commissioners, department or agency. Provides solutions and resolves public complaints and grievances as required.
- Oversees and coordinates details with County departments and/or contracted communications vendor(s).
- Serves as liaison between Commissioners, numerous local and state departments and agencies, and the general public, attending meetings, making public appearances, and disseminating information as necessary.
- Maintains and coordinates Commissioners' board and/or individual meeting schedule, ensuring Commissioners have appropriate information for meetings.
- Serves on or attends various boards, committees, or other meetings as required, sending out meeting notices and taking minutes. Assists Commissioners in organizing meetings as needed.
- Coordinates maintenance of County-owned property and schedules maintenance and upgrades for all County offices.
- Attends various training seminars and workshops as required.
- Executes special projects and other duties as directed by Commissioners.
- Responsible for implementation of the Appeals Process with the County Commissioners for citizens denied assistance from Delaware County Township Trustees.

Supervision Responsibilities (approximately 30% of job)

- Supervises administrative staff in the Commissioners' Office, including the Commissioners' Secretary.
- Supervises assigned personnel, including controlling work assignments; training and developing staff; evaluating performance and determining significant changes in responsibility; maintaining discipline and recommending corrective action as needed; administering and enforcing personnel policies and procedures; and maintaining positive communication.

- Oversees and manages the daily operations and personnel of Commissioners' Office including providing technical assistance to Commissioners appointed offices.
- Responsible for maintaining appropriate staffing levels and efficiencies in designated County Commissioners departments.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Associate's degree or equivalent from two-year college or technical school in public administration, accounting, or related field; or over three years related experience and/or training; or equivalent combination of education and experience.
- A minimum of two to three years supervisory experience required.
- Three to five years job-related experience in office administration and budgeting in a government industry required.
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook required.
- Knowledge of computer, printer, fax machines, scanners, copiers, and transcriber/Dictaphone as required.
- Extensive experience with and knowledge of standard office procedures, standard filing systems, and ability to create and maintain accurate and organized files.
- Possession of a valid Indiana driver's license and demonstrate safe driving record.

Language/Communication Skills

- Excellent customer service skills and oral and written communication skills required. Strong knowledge of English grammar, spelling and punctuation, and ability to prepare correspondence and written reports as required.
- Ability to effectively communicate verbally and in writing with internal and external contacts, including other City/County departments, attorneys, insurance companies, and the public, while being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to question from groups of managers, clients, customers, and the general public.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals.

Financial/Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.
- Ability to compile, collate and classify data, make determinations, and present findings.

Other Skills/Competencies

- Extensive knowledge of and ability to make practical application of customary and prescribed policies, practices and legal requirements of the County Commissioners' Office.
- Thorough knowledge of County personnel policies and ability to supervise and direct assigned personnel, including making work assignments, evaluating performance, training and providing constructive feedback, and recommending personnel action as needed.
- Excellent organization skills and attention to detail. Effectively and efficiently management use of time and prioritizes responsibilities. Ability to work on multiple tasks at the same time, regularly under time pressure.
- Ability to provide public access to or maintain confidentiality of department information and records according to State guidelines.
- Ability to meet all employer hiring requirements, including passage of a drug test required. Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace and personal conduct.
- Ability to work alone with minimum supervision while providing direction to assigned personnel.

Certificates, Licenses, Registrations

- Maintain Certified Notary Public

RESPONSIBILITY AND COMPLEXITY

Incumbent performs duties which are broad in scope involving variables requiring research and ability to interpret and apply conflicting statutes, regulations, policies, and procedures. Incumbent exercises independent judgment in setting work priorities and accomplishing assignments that require problem solving skills.

Incumbent performs duties within general objectives and boundaries of the County Commissioners' statutory authority having substantial impact upon the public and other community agencies. Work is reviewed by the Commissioners for soundness of judgment and compliance with policy and regulation. Undetected errors could result in financial loss to agencies and/or the public.

PHYSICAL/EMOTIONAL DEMANDS AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting objects weighing less than 25 pounds, keyboarding, bending, reaching, depth perception, close vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering object.

Incumbent maintains frequent contact with the public and may be exposed to difficult individuals. Incumbent is required to have emotional stability to deal with angry individuals, as well as the need to solve problems quickly. Incumbent may occasionally respond to emergencies from an off-duty status.

CONTACTS

Internal

- Delaware County Commissioners (Daily)

- Delaware County Elected Officials, Department Heads, and Staff (Daily)

External

- General Public (Daily)
- News Media (Weekly)
- Attorneys (Occasionally)
- Vendors and Contractors (As Needed)
- State and Federal Agency Officials (As Needed)

DOCUMENT HISTORY

Initial Document	Original Author: Pam McCammon		Title: Human Resources Director	
	Department: Human Resources		Date Drafted: 12/15/2022	
Change History	Revision	Description of Changes	Approval Date	Approved By
	1	Updating responsibilities; changing education and experience, adding degree/equivalent experience and supervisory experience	12/15/2022	Sherry Riggan, President County Commissioners; James King, County Commissioner Shannon Henry, Commissioner
		Grade/Title approval	12/15/2022	County Council

The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.