



Executive Assistant II

Salary Group: B19

Class Code: 0162

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
EXECUTIVE ASSISTANT I	0160	B17	\$36,976 - \$58,399
EXECUTIVE ASSISTANT II	0162	B19	\$42,244 - \$68,960
EXECUTIVE ASSISTANT III	0164	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs advanced (senior-level) professional assistance work for an executive. Work involves overseeing high-level administrative operations of an agency, division, or department. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates calendars, meetings and conferences, develops trip itineraries and presentation materials, and coordinates air and ground travel.

Prepares and edits complex correspondence, memos, charts, presentations, and spreadsheets.

Develops, reviews, and communicates administrative policies, procedures, standards, and methods.

Evaluates administrative practices and programs and provides input into developing and revising policies, procedures, standards, and methods.

Plans and prepares reports, correspondence, studies, forms, manuals, and publications; prepares notices or agendas for meetings and hearings.

Plans administrative assignments, programs, and other administrative matters within a division, department, or agency.

Answers and screens phone calls, takes messages, and sets-up conference calls for an executive.

Communicates objectives, tasks, and decisions to staff on behalf of an executive.

May assist an executive with general human resource management actions.

May assist in budget preparation.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in administration management. Graduation from an accredited four-year college or university with major coursework in business administration or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related legislative and legal practices and procedures.

Skill in the use of standard office equipment and software.

Ability to handle high-level administrative issues, to analyze and solve work-related problems, to communicate effectively, and to supervise the work of others.