



Executive Assistant IV

Salary Group: B23

Class Code: 0166

<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
EXECUTIVE ASSISTANT IV	0166	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs highly advanced (senior-level) professional assistance work for an executive or multiple executives. Work involves overseeing and/or providing a wide variety of high-level administrative support including managing office workloads and the day-to-day activities of an executive(s). May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant series is intended for employees performing work in support of an executive within the agency. Employees in this series are typically required to handle confidential and sensitive information and may correspond with executives at other state agencies, members of the state Legislature, or other high-level contacts. Distinctions between levels in the series may be based on many factors including the size of the agency, department, or division as well as the level of the executive the employee reports to (examples include Deputy Director, Commissioner, and Executive Director). Other factors may include the number of staff the employee oversees or supervises, the number of executives the employee supports, the level of complexity of an agency, department, or division, and the level of education that may be required.

EXAMPLES OF WORK PERFORMED

Oversees the review and evaluation of administrative practices, programs, and assignments; and manages the day-to-day activities of an assigned executive staff member(s).

Oversees and/or prepares reports, memos, correspondence, presentation materials, charts, forms, and manuals.

Oversees and/or greets visitors, answers and screens phone calls, takes messages, and sets-up conference calls for an executive(s).

Prepares, reviews, and finalizes notices, agendas, and handouts for distribution and/or posting.

Manages travel itineraries, coordinates travel, and completes expense and mileage reports for an executive(s).

Develops and revises administrative policies, procedures, standards, and methods, and provides guidance and interpretation on policies and procedures.

Assists an executive(s) with general human resource management actions and budget preparation.

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

May approve and monitor the purchase of office supplies.

May prepare and sign correspondence in the absence of an executive.

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.