



CONFIRE

Executive Assistant

SALARY RANGE

\$79,684.80 - \$113,422.40 Annually

DEFINITION:

Under direction, serves as the Executive Assistant to the Executive Director; provides a full range of administrative and clerical duties that vary in complexity from receiving phone calls and scheduling appointments to managing highly sensitive and often complex projects and activities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single class position characterized by having administrative responsibilities to relieve the Executive Director of routine, and clerical details. The incumbent performs complex and highly responsible administrative and clerical work requiring independent judgment and action, and interpretation of policy and administrative regulations. This Executive Assistant is distinguished from other administrative assistant positions in that sensitive, Confire matter and confidential issues are exclusively and routinely handled by this position. Incumbents are required to properly deal with sensitive and confidential information and must exercise the highest level of judgment, discretion, sensitivity, diplomacy, and tact.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

1. Researches, compiles, and organizes information for use by the Executive Director in the completion of reports, recommendations, and special projects; answers substantial amounts of correspondence independently and interprets Confire policy on various issues; composes correspondence and other materials for Executive Director's signature.
2. Monitors and coordinates information of specific projects, plans and activities initiated by the Executive Director. This includes monitoring of scheduled due dates and recommending necessary action regarding deadlines.

3. Works directly with the Executive Director, Confire leadership team, Confire Agencies, budget analysts, and the Clerk of the Board to process and coordinate the agenda for presentation to the Board of Directors and Administrative Committee.
4. Reviews documents to be placed on the Board and Admin agendas, checking for proper wording of requests; prepares Board and Admin meeting notices and agendas, and identifies the types of actions required; reviews a variety of reports, forms, and records for accuracy, completeness, and compliance with applicable policies.
5. Compiles, summarizes, and oversees the duplication of information and documents for meetings and may attend meetings to prepare a general record of activities or verbatim reports; takes minutes, and verifies accuracy and completeness of forms and other action documents that require Executive Director review and approval.
6. Arranges meetings for the Executive Director and ensures that notifications are made, the agenda is prepared and distributed, and the location is reserved; schedules appointments and speaking engagements.
7. Screens telephone calls, public counter inquiries, and mail; ensures that inquiries are promptly answered or referred to appropriate sources.
8. Supervises or oversees support staff and department aides; reviews work and prepares work performance evaluations.
9. Relieves administrative staff of routine personnel, budget, space utilization, and purchasing tasks.
10. Answers routine, difficult, and hard-to-handle inquiries from all Confire agencies and the public regarding Confire, involving searching for and summarizing technical data, laws, policies, or procedures.
11. Gives information to the public or interdepartmental representatives in situations where judgment and interpretation of departmental policies and regulations are required; gathers and summarizes data on a wide range of subjects requiring knowledge of the functions, services, and operations of Confire.
12. Performs complex clerical work requiring the application of laws, policies, procedures, and specialized terminology; prepares and processes materials which require the review of complex source material and a thorough familiarity with policies, procedures, terminology, and various applicable laws in order to obtain the necessary data.
13. Sets up and maintains complex filing systems of confidential or administrative materials; organizes and maintains office files, records, and indexing systems.
14. May attend meetings and conferences to assist the Executive Director in the presentation and gathering of information; makes travel arrangements and lodging reservations.
15. Maintains time and expense records and submits claims and time reports; may take and transcribe dictation.
16. Provides vacation and temporary relief as required.