



## EFFINGHAM COUNTY BOARD OF COMMISSIONERS

<b>Job Title: Senior Executive Assistant</b>	<b>Job Code:</b>
<b>Reports to: County Manager</b>	<b>FLSA Status: Exempt</b>
<b>Department: County Manager</b>	<b>Approved:</b>

### **Purpose of Classification:**

This classification exists to provide advanced executive-level administrative, operational, and coordination support to the County Manager and Assistant County Manager while exercising functional oversight of the Executive Assistant role. The Senior Executive Assistant operates as the central integrator of executive workflows, priorities, and information flow across the organization. This role requires judgment, discretion, and authority beyond task execution, including delegation, quality control, and process standardization for executive support functions.

This position differs from the Executive Assistant in its scope of responsibility, decision latitude, and supervisory accountability. The Senior Executive Assistant sets standards, assigns work, reviews outcomes, and ensures continuity, accuracy, and professionalism in executive support services. The role functions as a force multiplier for the County Manager and Assistant County Manager, reducing cognitive load and execution risk.

**Essential Functions:** The following duties are illustrative and not exhaustive. Incumbents may be assigned additional responsibilities as organizational needs evolve.

- Serves as the primary senior administrative partner to the County Manager and Assistant County Manager, proactively managing priorities, deadlines, and executive workflows.
- Oversees, coaches, and provides day-to-day functional supervision to the Executive Assistant, including work assignments, quality review, and performance feedback.
- Designs, documents, and enforces standardized processes for executive administrative support to ensure consistency, reliability, and continuity.
- Maintains and actively manages a master list of County Manager and Assistant County Manager directives, projects, and action items assigned to departments and staff; monitors progress, identifies delays, and escalates risks.
- Exercises discretion in triaging communications, correspondence, meeting requests, and information flow to the County Manager and Assistant County Manager.
- Coordinates high-level meetings and briefings, including agenda development, materials preparation, and follow-up action tracking.



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- Drafts, reviews, and finalizes correspondence, memoranda, reports, and briefing materials on behalf of the County Manager and Assistant County Manager with minimal supervision.
- Conducts research, prepares summaries, and synthesizes information across departments to support executive decision-making.
- Serves as a liaison between the County Manager and the Assistant County Manager's Office with department heads, elected officials, external partners, and the public as appropriate.
- Manages confidential, sensitive, and high-risk information with strict adherence to discretion and professional standards.
- Oversees office operations for the County Manager's Office, including records management, supply inventory, purchasing coordination, and process improvement.
- Coordinates travel arrangements, purchasing card reconciliation, and expense tracking for the County Manager and Assistant County Manager.
- Identifies administrative inefficiencies and implements corrective improvements to executive support systems.

### **Additional Functions:**

- Provides backup support for executive administrative functions as needed.
- Assists other departments on complex or high-level administrative initiatives when directed.
- Performs other related duties as required.

### **Preferred Education, Experience, and Attributes and Qualification Requirements:**

- Bachelor's degree in business administration, public administration, or a closely related field.
- Five (5) years of progressively responsible executive or senior administrative experience, preferably in a governmental or complex organizational environment.
- Demonstrated experience coordinating or leading the work of others in an administrative or support capacity.
- Valid Georgia driver's license.
- Equivalent combinations of education, training, and experience may be considered.



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### Performance Aptitudes

#### Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

#### Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.

#### Equipment, Machinery, Tools, and Materials Utilization:

- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

#### Verbal Aptitude:

- Requires utilizing various references, descriptive, and/or advisory data and information.

#### Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations with fractions; may consist of the ability to compute discount, interest, profit and loss, ratio and proportion; may consist of the ability to calculate surface areas, volumes, weights, and measures.

#### Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

#### Situational Reasoning:

- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

### ADA Compliance

#### Physical Ability:

- Tasks require exerting moderate, though not constant, physical effort. They typically involve activities such as climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).



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### Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

### Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

\*\* To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.

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