

## Staff Report

**Subject:** Approval and publication of a new job title and job description for the County Manager Department.

**Author:** Sarah Mausolf, Director

**Department:** Human Resource Services

**Meeting Date:** January 20, 2026

**Item Description:** Approval and publication of a new job title and job description for the County Manager Department.

**Summary Recommendation:** Staff request authorization to approve and publish a new job title and job description for the County Manager Department.

### Executive Summary/Background

Senior Executive Assistant: 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 judgement, discretion, and authority beyond task execution, including delegation, quality control, and process standardization for executive support functions.

### Alternatives for Commission to Consider

1. Approve the job title, job description, and authorize publication and distribution.
2. Disapprove of the job title and job description and provide staff with guidance on how to proceed.

**Recommended Alternative:** Staff recommend Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager and Human Resource Services.

**Funding Source:** Possible FY26 Budget Amendment

### Attachments:

- 1) Senior Executive Assistant Job Description