

SUPERVISING EXECUTIVE ASSISTANT

0833

GENERAL DESCRIPTION OF CLASS

The SUPERVISING EXECUTIVE ASSISTANT assists agency directors, administrators, commissioners, Superintendents, their deputies and other Executive service management in administration of agency programs and operations; in the coordination of communications internally and externally and in representing the agency to the public, special interest groups, the legislature and the media. All positions in this class supervise and are statutorily excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

Positions in this class may perform some but not all of the following duties and responsibilities and may perform other associated duties.

1. **Supervision.** Typical tasks: plans, assigns and reviews work of assigned staff (e.g., management service and support staff); adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance and prepares performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process and hires or effectively recommends hiring of staff; resolves personnel problems, complaints and formal grievances at the first and intermediate levels; disciplines and rewards employees; conducts and/or assists in conducting predissmissal investigations; acts as a liaison with Labor Relations Division; counsels employees in work-related activities, personal growth and career development.
2. **Administrative Duties.** Typical tasks: attends Executive staff meetings to assist in agency planning and development; participates in agency decision making on issues of statewide impact; serves on or chairs policy task forces and committees. As assigned by administrative superior, investigates and evaluates agency/program operations; prepares comprehensive reports of findings and recommendations for change, presents findings and recommendations to Executive staff for review and decision; reviews and drafts recommended changes to agency policies, procedures and administrative rules; fields inquiries directed to superior, determines whether to refer on to superior or researches and responds; advises superior of inquiries and responses; manages programs (e.g., minority affairs, inmate and employee grievances, rules and procedures) that may be under a number of assistant superintendents' lines of authority.
3. **Public Relations.** Typical tasks: represents agency to the public and special interest groups; arranges or attends public meetings; writes and issues press releases and responds to media requests for information. As the agency's representative, serves on task forces and committees

dealing with topics relevant to the agency's mission and goals; responds to the public's request for information or explanation of agency policy or decision or refers as appropriate; is liaison with other agencies or other governmental bodies in matters of overlapping jurisdiction.

4. **Legislative Coordination.** Typical tasks: compiles agency's legislative concepts, evaluates proposals for legislative changes and makes recommendations for review and approval of Executive staff; identifies and tracks all bills introduced in the legislature which affect agency programs or operations; evaluates potential short and long-term affects of bills; researches and compiles information to be presented to the legislature as testimony in support of or against legislation; personally testifies or assists administrative superior in testifying; informally briefs legislators or their staff on agency's perspective and needs; monitors actual effects of legislation if passed.
5. **Miscellaneous.** Typical tasks: assists in developing future budget projections for all units agency-wide, reviews requests and prioritizes needs for Executive staff review; reviews and controls expenditures for administrative unit; drafts request for proposal when agency seeks a private contractor or consultant to provide services, evaluates or participates in the evaluation of responses, prepares contracts and agreements, monitors progress of contracts to ensure services are properly provided; writes speeches and prepares handout materials for superior to present at meetings or conferences; coordinates functional unit training with centralized training department.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily contact in person and by telephone with all levels of agency staff and the public to exchange information. They have intermittent regular contact with employees of other agencies, the legislature and the media on particular issues related to the mission of the agency. They have occasional contact representing the agency to consultants, contractors, or others when serving on committees or taskforces.

SUPERVISION RECEIVED

Works under general supervision of the agency director, administrator, commissioner, Superintendents, their deputies, or other Executive service manager. Uses agency and program related statutes, regulations and other guidelines and interpretations. Consults with supervisor as necessary to obtain clarification of expected results, reports on progress toward completion of assignments, confirms interpretation of regulations and policies, or seeks guidance in complicated or unclearly defined areas.

SUPERVISION EXERCISED

The Supervising Executive Assistant directly supervises Management staff and support staff engaged in a variety of programs.

GENERAL INFORMATION

Positions are found in central and remote locations throughout the state. Some positions may be located within institutions and require the willingness to work within the environment associated with the position's location and purpose. They require the willingness to travel instate, including some overnight trips.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the principles and practices of public and business administration.

General knowledge of the methods and techniques of organizational research and analysis.

Basic knowledge of the operating practices and procedures of a large or diverse organization.

Skill in communicating orally and in writing with a variety of people; answering questions; and explaining information, regulations, and decisions.

Skill in preparing written reports.

Skill in presenting reports and recommendations.

Skill in applying general rules, policies, and procedures to specific work situations.

Ability to supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Ability to learn agency programs, controlling rules, regulations, and policies.

Ability to learn the agency mission and goals.

Ability to persuasively present the agency's viewpoint verbally and in writing.

Ability to deal with the legislature and news media and present information in a public forum.

Ability to apply tact and diplomacy to gain cooperation of others.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.