Title: Executive Staff Assistant

Essential Function

Under general supervision from a designated administrator, assist in the planning and coordination of administration and/or operational activities of substantial variety and complexity in a unit or department of considerable size and/or diversification.

Characteristic Duties

Gather and evaluate information and assist in determining priorities.

Coordinate and evaluate procedures.

Coordinate the use of facilities and equipment.

Perform research concerning procedures and practices, identifying problems and recommending solutions.

Serve as liaison for administrator in the interpretation of policies and procedures.

Represent administrator on committees and attend meetings on behalf of administrator.

Coordinate all personnel transactions.

Receive and reconcile expense statements.

Review and monitor expenditures on supplies, equipment, etc.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform other related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years' experience; -OR- five (5) years' experience. Experience must be in high-level administrative support. Experience may also require at least one (1) year supervision.