



BAKER COUNTY

POSITION DESCRIPTION

EXECUTIVE ASSISTANT	
DEPARTMENT	COMMISSIONERS
SALARY RANGE	12
BARGAINING UNIT	NON-REPRESENTED, CONFIDENTIAL
FLSA	Exempt
REVISION DATE	2025
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	Job history, criminal history, driving history, personal references, & education.
Signature & Date:	

INTRODUCTION

This classification performs specialized duties to assist the Board of Commissioners and County Counsel by performing clerical and office management functions; provide confidential secretarial support; supervise support staff; perform research, compile data; serve as liaison between Board, county departments, advisory boards, and outside agencies.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Assume responsibility for managing the office of the County Commissioners and County Counsel which includes act as liaison between department and the public providing information requiring knowledge of County policy and procedure; make appointments and maintain calendars; establish and maintain personnel, financial, statistical, inventory and other responsible records; develop office procedures. Maintain budget; keep Commission Chair updated on budget status.
2. Assemble information and prepare agenda for Commission public meetings. Receive items for discussion, review for completeness and accuracy. Brief the Board on agenda submissions. Research and record agenda information for public dispersal with brief description on background information on items of importance. Prepare meeting notices

- for media and post in a timely manner according to statute. Attending meetings or hearings prepare, distribute and record minutes.
3. Schedule a wide variety of meetings; coordinate with attendees; prepare agenda and related reference material; attend, record, prepare and distribute meeting minutes.
 4. Interpret County policy and procedure to department heads, public officials, media, employees, and the public. Research, obtain information, give direction.
 5. Prepare correspondence, reports, orders, resolutions, notices, press releases, and other materials of an important or confidential nature that will require researching information. Maintain records regarding appointments Commissioners have made to a variety of boards and committees.
 6. Maintain County foreclosure property information; present information to the Board of Commissioners for consideration, prepare Order, advertise and oversee the sale process including deed preparation and collection of funds; consult with legal counsel on documents and procedure.
 7. Serves and acts in a confidential capacity; provides assistance to designated personnel who formulates, determines and effectuates management policies in the area of collective bargaining.
 8. Assist in grant preparation and monitoring; ensure grant requirements are being met. Coordinate with agency or community partner.
 9. Assist public in person and by telephone; direct calls and individuals to appropriate source; answer a wide variety of questions related to departmental programs; assist public in locating and obtaining various materials, information and in completing forms, permits, licenses and applications. Interpret to public and information requiring knowledge of department policies and procedures in order to provide assistance, exchange information and solve problems. Schedule appointments and make travel arrangements for the Commissioners and County Counsel. Maintain calendars.
 10. Research, collect data and obtain information when requested.
 11. Establish and maintain record keeping systems. Prepare correspondence, reports, orders, notices, statistical and financial data, and other materials of an important or confidential nature often requiring research information. Ensure accuracy of data.
 12. As needed, supervise assigned clerical support staff; plan, organize, coordinate and review work. Ensure work is in compliance with appropriate regulations. Assume accountability for work performed by support staff. Review and implement policy and procedure.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of modern practices and methods of office management; considerable knowledge of County operations, policy, and procedures to answer questions, provide services, and serve as liaison for Commissioners; thorough knowledge of business English, spelling, grammar, composition; considerable knowledge of record keeping methods; reasonable knowledge of Oregon Revised Statutes that affect municipal government.

Skill in: Operation of modern office equipment and machinery; typing rapidly and accurately; processing information and use of computerized equipment; effectively take and summarize information into meeting minutes; report writing.

Ability to: Communicate effectively in both oral and written forms; plan, organize and supervise clerical support staff; establish and maintain records, reports and statistical data; make decisions independently in accordance with established policy and use initiative and judgment in carrying out tasks and responsibility; interpret policy and procedures to employees and the public; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; maintain confidentiality; courteously meet and deal effectively with other employees, department heads, public agencies, advisory boards, committees, vendors, contractors, consultants, media and the public to resolve problems, provide service, interpret policy, and to give or exchange information.

EDUCATION & QUALIFICATIONS

Minimum: High School Diploma or GED. Five years progressively responsible clerical experience which includes one year office management and supervisory experience OR any satisfactory equivalent combination of experience and formal training.

Special Requirements: Possession of and ability to maintain a valid Oregon driver’s license within 90 days of hire date.

Preference: Bachelor’s degree in Business Administration or related field.

SUPERVISORY CONTROLS OF THIS POSITION

This classification works under the general direction of the Board of Commissioners and County Counsel. Recurring routine assignments are independently performed by employee on basis of past experience. The employee receives general instructions regarding the scope and approach to projects or assignments, but procedures and problem resolution are left to the employee’s discretion and interpretation. Employee estimates and manages time efficiently. Work is reviewed periodically to ensure determinations and decisions made are in compliance to department policy and procedures.

This classification oversees the work of administrative support staff and has responsibility for work performed by staff.

GUIDELINES

Work is performed within departmental policy and procedure, federal, state, and county rules, regulations, and ordinances; personnel rules; various administrative reference material; office management reference material; secretarial handbooks. Employee uses seasoned judgment, initiative, and experience to interpret and choose between alternative guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in an office environment and is generally sedentary; however, may require hearing voice conversation, keyboarding, occasionally lifting up to 14 pounds, sitting, standing, and walking. Occasional driving is required.

Frequency required to perform the duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
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Frequency in an 8 hour day

Never	Not done
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Sitting				X	
Standing			X		
Walking			X		
Driving			X		

Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control		X			
Other					
Comments					