

Job Title	Executive Assistant I
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Executive Assistant I, under general supervision, provides administrative support to high level administrators for an executive. Work involves coordinating high-level operations of an agency or division. Exercises discretion and independent judgment with respect to matters of significance.

Essential Duties and Responsibilities

- Coordinates calendars, meetings, and other activities. Provides technical guidance and advice on administrative matters to agency executives, management, or staff. Coordinates and monitors action items and assignments made by the administrator
- Drafts and manages correspondence and communications, schedules appointments, manages calendar, and coordinates travel. Prepares travel arrangements and itineraries, and may approve and process travel reimbursements. Prepares notices or agendas for meetings.
- Assists in compiling reports, maintains records and other documents, and coordinates special events. Communicates policies, procedures, standards, and methods. Interprets policies, rules, and regulations. Responds to inquiries, resolving problems or inquiries Reviews administrative practices and programs and assists in formulating policies.
- Plans and coordinates logistical and administrative support for events, meetings or other special functions and provides on-site support.
- Researches, compiles, and applies information, making evaluative judgments on appropriate data to use.
- May serve as an Office Manager. May have fiscal records management responsibilities.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor’s degree in applicable field or equivalent combination of education and experience.

Experience – Three years of related administrative experience.

Knowledge of – Knowledge of word processing, spreadsheet, and presentation applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and communication skills. Planning and organizational skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	