New Jersey Civil Service Commission

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Job Specification 04586

EXECUTIVE ASSISTANT

DEFINITION

Under direction, acts as staff and personal representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management; does other related duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Develops, reviews, interprets, and controls objectives, policies, and procedures.

Plans, organizes, and directs programs.

Recommends organizational arrangements, performance criteria, and administrative policies designed to help achieve organization goals and purposes of its programs.

Coordinates various division functions within the department.

Confers with management personnel on budgetary needs and allowances.

Evaluates budget requests including overall operations in terms of effective use of resources and special problems of the organization and administration, and confers with the budget specialist in determining final budget application.

Ensures that project target dates and/or deadlines are met.

Resolves problems which may arise and refers critical delays as necessary to the executive officer.

Develops and implements measures to ensure that directives are properly carried out by the appropriate organizational unit, and directs assignment and management of such measures.

Serves as liaison with other departments and agencies to alleviate management and administrative problems, and fulfills organizational needs and requirements by collaborating with data processing specialists in designing and installing data processing management information systems, conferring with personnel technicians in matters of classification, recruitment, payroll, and employee problems, and by consulting budget experts in matters of budget limitations and policies.

Participates in or performs special studies or investigations which require analysis of requests and statistics in highly sensitive areas, and makes recommendations regarding appropriate action.

Interviews visitors concerned with department projects, explains position of the department, and advises the director on matters requiring personal attention.

Acts as personal representative of the director at meetings and conferences.

Researches, analyzes, and/or prepares proposed legislation affecting department programs or functions.

Supervises the establishment of administrative procedures required by new legislation or directives.

Provides assignment, instruction, and supervision to other staff members.

Drafts correspondence in the course of official duties.

Prepares and directs the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations.

Supervises the maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor=s degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience..

EXPERIENCE: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Management, or related field may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of management principles, concepts, and techniques, and their practical application.

Knowledge of and familiarity with government budget practices, procedures, problems, and analysis.

Knowledge of programs, responsibilities, functions, organization, and budget and operating problems of the department after a period of training.

Knowledge of theory and practice of organization, planning, management, and supervision.

Knowledge of functions and interrelationships of state and local governments.

Ability to plan, initiate, and execute programs within the department. Ability to analyze, interpret, and apply basic laws, rules, and regulations.

Ability to establish procedures and apply them to specific problems or tasks.

Ability to work harmoniously with associates, subordinates, other divisions and/or departments, and with the public.

Ability to use basic information to develop standards to be applied to administrative practices, procedures, and budget.

Ability to review budget requests critically using basic data.

Ability to assign, instruct, and supervise professional and other staff.

Ability to plan, carry out, and supervise assigned investigations, surveys, studies, and research activities and report thereon.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to supervise the maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 04586 CAH 6/12/97

This job specification is for local government use only.