

**COBB COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: EXECUTIVE COORDINATOR – CHAIRMAN’S OFFICE CLASS CODE: 1029
DEPARTMENT: BOARD OF COMMISSIONERS FLSA STATUS: E
DATE: 04/24/15

CLASS SUMMARY:

Under general direction, performs administrative and technical support work of considerable variety and complexity requiring advanced administrative and technical skills in business management and office systems technology. An employee in this classification uses independent judgment, initiative and discretion in leading the administrative operations of the Chairman’s office. Serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the Chairman. Provides highly responsible and complex secretarial support in serving the community at large, thus relieving the Chairman and Deputy Chief to the Chairman of administrative details by composing correspondence, scheduling appointments and meetings, responding to requests for information and assistance regarding gathering necessary background information, resolving problems and complaints, handling telephone calls and processing a large volume of mail. Handles confidential and/or sensitive information requiring use of discretion. This position reports to the Deputy Chief to the Chairman.

ESSENTIAL CLASS FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains the Chairman’s and Deputy Chief to the Chairman’s executive calendars, coordinates meetings and schedules, prepares agendas and materials for meetings in advance, maintains records of all appointments and meetings; uses discretion regarding prioritizing and determines what critical issues need the immediate attention of the executives.
- Schedules and coordinates speaking engagements on the Chairman’s and Deputy Chief to Chairman’s calendar; ensures availability of appropriate presentation technologies; ensures the executives are apprised of additions and changes to the executive calendar.
- Functions in a liaison capacity on behalf of Office of the Chairman, ensuring accurate, efficient and complete communications support and exchange to the general public and all County Departments.
- Receives and responds to inquiries, concerns and complaints from other unit staff, other departments, outside entities and the general public for all of Cobb County; provides resolution or directs to the appropriate department/entity.
- Provides administrative and clerical support to the Office of the Chairman including composing and typing letters, forms, memoranda and reports, replying to inquires and presenting information.
- Drafts agenda items for the Chairman’s signature, including research as needed for pertinent related information for inclusion in the Board of Commissioners’ agenda; drafts proclamations and resolutions for signature and presentation at Commission meetings. Attends all Board of Commissioner and Zoning meeting hearings.

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- Assists with publishing the Chairman's weekly newsletter and manages the content of various social media outlets on behalf of the Office of the Chairman.
- Opens all incoming mail to the Office of the Chairman, prioritizes it into categories, composes responses, research background information, and draws attention to significant or otherwise important mail for the executive's immediate attention.
- Greets visitors, answers and screens all calls and visitors to determine if inquiries can be redirected to other appropriate staff and follows up on response provided by those departments.
- Prepares correspondence for signature by the Chairman; i.e., travel requests, contracts and confidential items, budget transactions, etc., in a timely manner.
- Proofreads all correspondence from the Chairman and Deputy Chief to the Chairman, ensures that his signature is correctly affixed, and that grammar, content and format are accurate; reviews reports and publications for accuracy.
- Reviews all documentation and correspondence processed for the purpose of ensuring adherence to accepted business English standards concerning grammar, punctuation, diction, and format.
- Performs computer related tasks requiring broad working knowledge of a wide variety of standard computer applications, e.g., word processors, database systems, spreadsheet programs, report presentation packages, calendar schedulers, electronic file maintenance.
- Performs skilled administrative tasks requiring use of automated office systems, e.g., computers, telephones, facsimile machines, photocopiers, calculators, adding machines.
- Identifies and implements strategies and solutions for modified administrative and procedural operations to promote increased efficiency in the work unit and, as applicable, to overall unit operations.
- Performs research involving independent judgment and initiative for the purpose of resolving or addressing operational matters applicable to areas of responsibility, including special projects as assigned; implements improved policies, practices and procedures accordingly.
- Maintains attendance and punctuality within customary tolerances for this position.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer Standard Office Equipment Standard Software Applications

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree from an accredited college or university with a major in Public Policy/Administration, or related field and one (1) year of work experience demonstrating ability to perform the essential functions of the work; such work experience must demonstrate journey level computer literacy with standard software packages, e.g., word

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processors, spreadsheet applications, presentation software, email, Internet usage; or an equivalent combination of education, certification, training and/or experience.

- Demonstrated proficiency in social media platforms, and cloud based software preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Knowledge of departmental operations, policies, procedures, rules and regulations.
- Knowledge of effective office management principles, practices, and procedures.
- Knowledge and understanding of digital media.
- Intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Skill in written use and application of required standards of business English, including proper grammar, spelling, diction, style and punctuation.
- Skill in researching, interpreting, compiling, and summarizing data and information materials, including local and state legislative documents and reports.
- Skill in monitoring and populating various social media outlets.
- Ability to maintain strict confidentiality.
- Ability to manage multiple tasks and meet deadlines while maintaining accuracy.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to provide lead worker training, assistance, and guidance to other unit staff in the essential functions of the work.
- Ability to establish and maintain effective records maintenance and file management systems.
- Ability to communicate effectively both verbally and in writing, and in presenting information and responding to questions regarding functional area of assignment.
- Ability to establish and maintain effective working relationships and communications with co-workers, internal/external customers, department management and the public.
- Ability to read and interpret technical and legal documents, operation and maintenance instructions, and policy and procedure manuals.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

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PHYSICAL REQUIREMENTS:

- While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, or feel; and lift and/or move up to 10 to 20 pounds. While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

Cobb County Government is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Cobb County Government will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.