



EXECUTIVE ASSISTANT

JC: 000210

PB: 5

FLSA: Exempt

BU: 91 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, provides administrative and analytical support to an Executive Manager or Board Officer; manages budgets, conduct ad-hoc research, create reports, handle confidential correspondence, schedule meetings, and order supplies; performs duties as assigned.

CLASS CHARACTERISTICS

This assistant level classification is responsible for providing a variety of highly complex and administrative support to an Executive Manager or Board Officer. Classifications at this level possess a specialized, technical, or functional expertise within the area of assignment. This classification is distinguished from the Administrative Coordinator in the latter is responsible for coordinates various administrative activities for a department.

REPORTS TO

Executive Manager or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs a variety of complex administrative, operational, and analytical duties in support of an Executive Manager or Board Officer; coordinates project activities with District departments, divisions and external organizations.
2. Coordinates the development, analysis and formulation of the department's annual budget; assists with the development of guidelines and instruction on budget process and procedures; reviews requests for staffing and capital outlay; forecasts funds needed for staffing, equipment and various projects; prepares departmental budget presentations; plans, receives, pays, and improves invoices, generates budget reports; provides status updates to appropriate Executive Manager or Board Officer.
3. Assists with the implementation of policy and procedural modifications; evaluates impact on divisions or departments; develops implementation plans; recommends and implements modifications.

Executive Assistant

Page 2

4. Implements new systems, methods and procedures; monitors program progress in meeting goals and objectives; conducts updates with management staff to inform and advise on project progress; makes adjustments as necessary.
5. Coordinates and participates in District department or division organizational studies involving administrative or operational systems, procedures, functions, processes and techniques.
6. Develops, implements and administers special administrative programs; analyzes current and historical trends; prepares and presents reports.
7. Prepares clear, concise, and competent reports, correspondence, and other written materials.
8. Provides assistance in organizational development in assigned areas; identifies issues; collects data; analyzes alternatives and makes recommendations.
9. Participates in special projects including research of new programs and services, budget analysis and preparation, and feasibility analyses; prepares and presents reports.
10. Trains assigned employees in their area of work including administrative methods, procedures and techniques.
11. Oversees general office activities; procures supplies; approves invoices; develops personnel schedules; responds to inquiries; investigates complaints; provides general analytical support.
12. Represents assigned area at various meetings with other departments, divisions, outside agencies and contractors; communicates projects and activities with others as appropriate; prepares for and provides assistance with hosting and participating in transportation related meetings and events.
13. Responds to and resolves difficult and sensitive inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of assigned program are including administrative, financial, or operations functions
- Principles and practices of program development and implementation
- Principles and practices of budget preparation and administration
- Methods of administrative, organizational, economic, and procedural analysis
- Methods and techniques of statistical and financial analysis
- Business computer applications for statistical analysis and data management
- Principles and practices of procurement, purchasing, and accounting
- Methods and techniques used to conduct a variety of analytical studies
- Principles, practices, methods and techniques of report preparation
- Principles and procedures of record keeping
- Office equipment including computers, supporting word processing, and spreadsheet applications

Executive Assistant

Page 3

- Related Federal, state and local laws, codes and regulations

Skill/Ability in:

- Performing complex analytical duties
- Preparing, administering and monitoring capital and operating budgets
- Organization, administration, and management
- Maintaining accurate records and files
- Preparing clear and concise administrative, budgetary, and financial reports
- Collecting, evaluating and interpreting complex information and data
- Reviewing and analyzing complex technical documents and proposals
- Developing and interpreting goals, objectives, policies, and procedures
- Analyzing complex problems, identify alternative solutions and recommend conclusions
- Working independently in the absence of supervision
- Interpreting and apply laws, policies, rules and regulations
- Communicating clearly and concisely, both orally and in writing
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or equivalent.

Experience:

Three (3) years of professional verifiable experience supporting an executive manager, board officer or related experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No