Ventura County

SUPERVISORS ADMINISTRATIVE ASSISTANT II

CLASS CODE 01921

SALARY

$44.49 - $62.29 Hourly

$3,558.89 - $4,982.94 Biweekly

$7,710.94 - $10,796.37 Monthly

$92,531.22 - $129,556.40 Annually

ESTABLISHED DATE April 24, 1979

Definition

Under general supervision (Level I), direction (Level II), to general direction (Senior Level), serves as a staff assistant to a member of the Board of Supervisors; performs a wide variety of progressively complex administrative, analytical and public relations work; and performs related work as required.

Distinguishing Characteristics:

Incumbents in these classes are appointed by and serve at the pleasure of the appointing Supervisor, and in accordance with Section 1347-15 of the Ventura County Civil Service Ordinance, are exempted from the Classified Service. Each successive level differs from the preceding level in that work is done more independently with less supervision.

Examples Of Duties

Duties may include, but are not limited to the following:

Administrative Assistant I

- Represents the Supervisor at a variety of meetings, gatherings, and conferences; and deals with County agencies and departments on various issues.
- Interviews and gives assistance to the public, both by telephone and in person.
- Receives, investigates, and reports on complaints and inquiries regarding matters within a particular district.
- Reviews, analyzes and evaluates a variety of reports and requests to determine their potential implications and impact.
- Studies proposals before the Board of Supervisors and makes reports of findings.
- Gathers information regarding the feelings, opinions, and preferences of the Supervisor's constituents.
- Prepares letters and reports for the Supervisor's approval and signature.

- Confers with officials of various state and federal agencies concerning proposed or pending legislation that might impact assigned supervisor's constituents.
- Writes articles and news releases; maintains confidential and general files.

Administrative Assistant II
In addition to the above duties:

- May represent, as a voting member, the Board of Supervisors on selected commissions, committees, and boards.

Senior Administrative Assistant
In addition to the above duties:

- Act as office manager and supervise and give direction to subordinate staff.
- Serve as media contact in the Supervisor's absence.
- In the Supervisor's absence, and within parameters established by the appointing Supervisor, serve as contact person for County departments, agencies and others in emergencies.

*All of the foregoing are guidelines only, and individual duties may be structured to suit the appointing Supervisor's particular staffing needs.

Qualification Guidelines

Knowledge, Skills, and Abilities:

Some to thorough knowledge of: principles, practices, and scope of urban and regional problems and political climate; federal, state, and local laws and regulations impacting assigned Supervisor's constituents. Degree of knowledge progresses from some knowledge to working knowledge to thorough knowledge from Levels I, II, and Senior respectively.

Working knowledge of: research and statistical methods; inter-County relationships.

Working ability to: collect, analyze, and interpret data; formulate recommendations; speak and write effectively; prepare technical reports; interact well with the public and other agencies to provide information and coordinate efforts.

Supplemental Information:
Duties are primarily performed in a sedentary office environment involving moderate to heavy public contact, both by phone and in person. At the Supervisor's option, duties may involve offsite meetings as well as evening and/or weekend commitments when necessary.

Recruiting Standards

Education/Experience:

Some experience or related educational background (Level I) to considerable experience or related educational background (Level II and Senior) which includes: ability to communicate effectively, orally and in writing; compose correspondence; accurately analyze and draw logical conclusions from data; identify problem areas and

recommend solutions; maintain effective public relations with all clientele; and effectively meet the public in the situations requiring tact and poise.

Other Requirements

Special Requirements:

Possession of a valid California driver license.