

## EXECUTIVE ASSISTANT

### KIND OF WORK

Advanced professional administrative work.

### NATURE AND PURPOSE

Under administrative direction, performs administrative liaison work between departments and government agencies, legislative branches, and the public to develop, implement, review and establish policies and procedures so that program execution is coordinated and external communication maintained. Performs related work as required.

This class differs from Executive Aide in having responsibilities for media relations and representing the Commissioner and department with clients and the general public. It differs from Executive Assistant, Principal by having an executive administrative role and responsibility in dealing with the Legislature, individual legislators, and representing the Commissioner/department before legislative committees. The Principal is an external representative and has ongoing program responsibilities.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manages division-wide policy planning, personnel and administrative functions sufficient to accomplish program goals and objectives, supervise and monitor long range planning by scheduling project implementation, developing meeting agendas, monitoring and negotiating contracts, interviewing, hiring, mediating and resolving grievances, and recommending suspension and/or discharge of employee.

Represents departmental concerns with the state Legislature sufficient to draft bills, develop, write, and implement departmental legislation session procedures; research, develop and analyze background material on specific bills; monitor and testify at legislative hearings; and review, analyze and document department related and active legislation by reviewing internal legislative proposals, writing reports and correspondence, finalizing and submitting bills to the Governor's office, presenting legislative session procedures to management, and informing the Commissioner of hearings and other relevant legislative matters.

Coordinates the agency's review of bills that have passed the Legislature and have been presented to the Governor for signature sufficient to determine appropriate staff and state agencies that should review bills prior to submission to the Governor for signature by reviewing bills that pass the state Legislature, reviewing staff comments, and preparing a package of bill review material to be given to the agency director for submission to the Governor.

Researches and collects information and prepares reports sufficient to respond to media requests, inquiries or special projects by writing responses to press inquiries and use in television, radio and print media interviews and recommending to the Commissioner press relations strategies on major issues.

Write speeches or coordinate their production sufficient to provide accurate and appropriate information to the Commissioner to fulfill speaking engagements by conducting independent research, writing or redrafting speeches, assembling and maintaining topic files, and requesting research contributions from division and staff offices.

Develops and implements public information and marketing strategies sufficient to present programs in a viable and credible manner which will assure their acceptance and effectiveness by coordinating presentation and public speaking training for staff and managers; providing training, advice and direction; identifying key public affairs, information and educational issues; initiate changes; and developing strategies which will assure success in overcoming resistance in controversial issues.

Establish and maintain effective communications and working relationships with constituency groups sufficient to ensure a continuing dialogue and accurate information exchange between the department and various groups and providers by maintaining regular contact with major private sector organizations; presenting the department's position on issues and interests to government groups, private and voluntary agencies, and constituency groups; consulting and conferring with organizations on policy matters and advising the Commissioner after identifying areas of actual or potential conflict and consensus.

Est.:  
Rev.:

T.C.:  
Former Title(s):