

**MONTGOMERY COUNTY GOVERNMENT**  
**ROCKVILLE, MARYLAND**  
**CLASS SPECIFICATION**

**Code No. 000157**  
**Grade 22**

**ADMINISTRATIVE ASSISTANT TO THE COUNTY EXECUTIVE**

**DEFINITION OF CLASS:**

This is executive level administrative aide work for the County Executive requiring a broad knowledge of the County Government's programs and operations. Work includes relieving the County Executive of important administrative details and public contacts, e.g., serving as liaison between the County Executive and department/agency heads, various elected officials, and citizenry, and maintaining the County Executive's schedule. Personal contacts include the County Executive, County Council members and other elected officials, County Government department/agency directors and staff, directors and management personnel of outside agencies, and constituents for the purposes of arranging and coordinating public appearances and meetings, receiving and exchanging information and directives, resolving sensitive problems, and facilitating actions affecting County-wide programs, services and procedures. Contacts require considerable communications skills, perception, understanding, and the ability to evaluate others' viewpoints and positions. The work of the class includes recurring and frequent assistance, normally of short duration, provided to the public in response to inquiries received via telephone, e-mail, or walk-in visitors to the CE's Office.

An employee in this class independently performs administrative support tasks of a sensitive and confidential nature, determining the approach to be taken and the methodology to be used in supporting the directives of the County Executive, under whose general direction work is performed. Guidelines for performing the work are scarce, or of limited use. The employee utilizes initiative, resourcefulness, and knowledge of the structure and operation of the County Government and allied agencies in carrying out assignments and resolving administrative and procedural problems. The complexity of the work is derived from the variety of processes and methods involved in problem-solving, such as analyzing sensitive problems, issues, and situations, and choosing the course of action to be taken after considering alternatives. The employee's work directly impacts the effectiveness and efficiency of the operation of the County Executive's Office. Work, which is primarily sedentary in nature, is performed in a normal office setting and presents exposure to no significant hazards.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Maintains the County Executive's schedule, receives and evaluates the nature of the requests and determines priority, obtains appropriate input as needed, and follows through to schedule and arrange all details for the Executive's attendance at meetings, public appearances, press conferences, and social events. Sends 'regrets' to those invitations declined by the County Executive; may initiate regrets without consulting the County Executive for meetings/events based upon knowledge of the County Executive's priorities and significance of issues.
- Schedules and sends invitations (RSVPs) to all participants to be included in meetings initiated by the County Executive; conducts research, if necessary, to determine contact information for meeting participants; follows up as necessary to assure all necessary participants are available.

- Gathers agenda, data, and background materials for meetings and events from County Executive's staff, Executive Branch officials, or other sources; prepares written briefing materials in a briefing packet allowing sufficient time for review by the County Executive. Background material includes a synopsis of the topic of the meeting, key participants, and the mission and function of their respective organizations, location/time/date of the meeting, and other relevant data. Also determines those situations when background information is not needed.
- Serves as liaison between County Executive and Senior Management Team, department/agency heads, other elected officials, senior management in the private sector, community representatives, and the general public, and ensures that highly confidential, complex, and sensitive matters are attended to.
- Maintains awareness of issues the County Executive considers current and critical through regular meetings with the Executive, Special Assistants, and Senior Management Team members; exercises discretion in responding to internal and external inquiries regarding such issues and in determining if/when to interrupt a meeting to alert the County Executive of urgent matters requiring immediate attention.
- Obtains the County Executive's signature on a variety of correspondence, executive regulations, proclamations, and other documents that require the County Executive's signature; may, as requested by the County Executive, compose correspondence of a personal nature for the County Executive to reflect the Executive's sensitivity to citizens' needs.
- Receives, investigates, and answers complaints and inquiries from citizens on a broad range of matters including County Government functions, status of operations, and existing policies.
- As necessary, establishes and maintains various complex, sensitive, and confidential files and records for the Office of the County Executive which involve departmental issues, appointments by the County Executive, and requests for appointments with the County Executive, and other matters.
- May, as necessary assign, review, and coordinate the daily workflow of lower-level clerical/administrative employee(s).
- Develops and implements work flow processes and clerical administrative procedures and forms to ensure the smooth operation of the assigned scheduling and liaison functions.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Extensive knowledge of the organization, functions and operations of the County Government and of State agencies which deal with the County.
- Extensive knowledge of secretarial and modern office practices, procedures, systems and equipment.
- Thorough knowledge of business English, grammatical construction, spelling, and punctuation.
- Considerable knowledge of administrative and procedural policies and regulations pertaining to County Government.
- Ability to establish and maintain effective working relationships with the County Council, County officials, various high level elected or appointed officials at the State and Federal level, executive level representatives of business and private organization private, and the public; ability and skill to deal with public relations problems and complaints with sensitivity and tact.
- Ability to maintain highly complex and confidential office records and other information, to conduct research, and to prepare accurate reports from file records and materials and outside sources.

- Ability to prepare correspondence regarding County policies, procedures, regulations, and operations.
- Ability to use independent judgment and discretion to make decisions recognizing established precedents and practices, and to use initiative and resourcefulness in responding to new and unusual situations.

**MINIMUM QUALIFICATIONS:**

**Experience:** Extensive (7 years) experience in progressively responsible administrative secretarial work, three (3) years of which must have been in a Senior Executive Administrative Aide capacity or its equivalent.

**Education:** Completion of high school or High School Certificate of completion recognized in the State of Maryland.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:** None.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** July, 1973

**Revised:** July, 1987

**Classification Study:** October, 1995(M)

**Classification Study:** December, 2006(M)

April, 2010

August, 2013

September, 2014