



**Warren C. Evans**  
County Executive

## **EXECUTIVE ASSISTANT 4**

### **GENERAL SUMMARY:**

The Executive Assistant 4 handles a wide range of administrative and executive support related tasks, as assigned by senior management or an immediate supervisor. The Executive Assistant 4 also works closely with senior management by providing the administrative support required to implement identified policy and process directives. This role supports the services, contracts, funding and projects associated with projects assigned, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Prioritizes and manages multiple administrative tasks
- Answers phones and directs visitors
- Supports projects, processes, and policies
- Coordinates calendars and schedules meetings
- Prepares various reports and documents
- Performs other duties as assigned

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

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

- Knowledge of Wayne County procedures
- Knowledge of office procedures
- Administrative skills
- Ability to communicate effectively
- Judgment, reasoning and decision-making
- Knowledge of personnel procedures
- Organizational Skills
- Ability to set priorities

## **REQUIRED COMPETENCIES**

- Adaptability
- Collaborative
- Commitment
- Communication
- Competent
- Dependable
- Disciplined
- Enlarging
- Enthusiastic
- Intentional
- Mission Conscious
- Prepared
- Relational

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Five years experience managing various projects.

Training: Bachelor's Degree in Business Administration, Public Administration or a related field is preferred or equivalent educational experience.

## **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources  
County of Wayne, Michigan  
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