

**Title:** Executive Assistant  
**PG:** 48  
**Status:** Civil Service  
**Position Reports to:** General Manager  
**Department:** Various

**Class Code:** 2180  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a professional position involving administrative tasks in assisting the Department Head in a broad range of activities to provide technical support, analysis, and planning in carrying out the mission of the department.

**ESSENTIAL FUNCTIONS:**

1. Develops audio-visual presentations using various industry software packages for the General Manager.
2. Collects data, analyzes and formats information for distribution to appropriate personnel.
3. Performs special projects to include studies, cost analysis, process planning, and budget forecasting.
4. Assists in the preparation and review of departmental budget.
5. Works independently and within a team on special, nonrecurring, and ongoing projects.
6. Acts as project manager for special projects at the request of the General Manager, which may include, planning and coordinating multiple presentations and disseminating information.
7. Prepares agendas and supporting documentation as directed.
8. Assists in the review of workflow data and staffing levels and makes recommendations based on those reviews.
9. Monitors and prepares research material relevant to strategic initiatives.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Considerable knowledge of project management concepts and techniques.
2. Knowledge of organizational structure and relationship principles regarding budget and staffing issues.
3. Ability to communicate effectively at all levels of the organization.
4. Ability to prepare both written and oral comprehensive reports.
5. Ability to multi-task, set priorities, meet deadlines, and manage competing priorities.
6. Ability and willingness to establish and maintain effective working relationships with other employees and the general public.
7. Ability to understand and interpret financial relationships both from budget aspects and market data.
8. Knowledge of team dynamics in both participation and group leadership circumstances.
9. Proficient in the use of personal computers utilizing word processing, presentation software, and data bases.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**Title:** Executive Assistant  
**PG:** 48  
**Status:** Civil Service  
**Position Reports to:** General Manager  
**Department:** Lakeland Electric

**Class Code:** 2180  
**Date:** 09/08

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with major coursework in business administration, or public administration.
2. Minimum of two (2) years of experience in a staff support role as least one of which involved data analysis and report preparation.
3. An equivalent combination of education and experience that is determined to be directly related the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid State of Florida Driver's License.
2. Must be able to work in excess of the normal 40-hour work week as required.
3. May be required to maintain a valid personal contact phone number.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.