



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Assistant to the County Executive

LOCATION: Oshkosh

HIRING RANGE: \$85,789 – 95.321/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *January 2023*

POSITION TITLE: Assistant to the County Executive

DEPARTMENT: County Executive

PAY BASIS: Salaried

PURPOSE AND SUMMARY

Performs administrative, research, and highly confidential clerical functions. Facilitates and arranges projects at the behest of the County Executive; provides advice, counsel, and recommendations.

ESSENTIAL FUNCTIONS:

1. Serves as the chief advisor to the County Executive. At the direction of the County Executive, provides leadership and assistance to all county departments. Ensures compliance with directives of the County Executive. Manages operations of the County Executive's Office.

2. Participates in the development and implementation of goals, objectives, policies, and procedures throughout the county organization. Assists the County Executive in policy development and implementation of long-term strategic planning.
3. Acts as a liaison with county departments, and with other local, state and federal agencies. Attends designated meetings of County Board committees and other bodies and serves as assigned by the County Executive. Serves as an advisor during emergency responses.

ADDITIONAL ESSENTIAL DUTIES:

1. Ensures that a strict level of confidentiality is maintained as required.
2. Manages administrative aspects of the County Executive's office and provides supervision to administrative associate and interns.
3. Ensures that all assigned projects are completed timely and professionally.
4. Conducts independent research on designated projects at the request of the County Executive and composes a brief or summary of findings.
5. Represents the County Executive and the County as an entity in a professional and courteous manner in all meetings which the Assistant attends.
6. Performs general office tasks such as scheduling appointments and meetings, greeting visitors, making travel arrangements, maintaining supplies and ordering retirement plaques and similar memorials, and arranging ceremonies and receptions.
7. Transcribes letters, reports, and other communications.
8. Receives, composes, and processes correspondence.
9. Maintains a comprehensive filing system.
10. Searches, compiles, develops and disseminates information on various projects as required.
11. Maintains a high sense of loyalty to the County Executive position at all times.
12. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to County Executive.
2. Works regularly with Winnebago County employees, department heads, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING AND CERTIFICATION:

1. An associate's or bachelor's degree with some relevant administrative experience, or an equivalent combination of education and experience.
2. Five to seven years of county or state legislative or policy experience required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of the principles and practices of local government and administration.
2. Thorough knowledge of the organizational forms, operating methods, and procedures of local government.
3. Ability to plan, organize, direct, and coordinate activities of a large organization operating a wide range of government activities and services.

4. Ability to accurately analyze operations and to present clear and concise recommendations.
5. Ability to effectively represent the administration before the County Board, other governmental agencies and officials, and the general public.
6. Ability to work with confidential information.
7. Ability to assume responsibility and to work well under minimal supervision.
8. Ability to work with local, state and federal representatives and committees on a wide range of issues.
9. Ability to meet deadlines and work effectively under time constraints.
10. Ability to operate a computer and familiarity with Microsoft Office, Word, Excel and other software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner