



Victoria County, TX

POSITION PROFILE

Position Title:	Executive Assistant	Grade:	7 - General Plan
Department:	Engineering & Development	Division:	Engineering & Development
Accountable to:	County Engineer	Salary:	\$19.32 - \$23.89

Primary Objectives

Performs intermediate-level administrative and executive support work coordinating and providing a variety of administrative functions for the daily operations of the Engineering & Development Department. Work involves supporting the County Engineer by managing administrative processes, coordinating departmental activities, maintaining records, preparing correspondence and reports, facilitating communication with internal and external stakeholders, and assisting with special projects.

Supervision Received

Work is performed under the general supervision of the County Engineer.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Coordinates daily administrative operations of the Engineering & Development Department, ensuring efficient workflow and compliance with departmental policies and procedures.
2. Prepares, reviews, and maintains reports, agendas, presentations, contracts, permits, project records, and other official departmental documents.
3. Serves as a liaison between the County Engineer, county departments, elected officials, consultants, contractors, developers, regulatory agencies, and the public.
4. Assists with budget administration, procurement activities, invoice processing, purchase orders, and financial tracking for departmental operations and projects.
5. Coordinates meetings, special projects, public inquiries, records requests, and follow-up activities to support departmental objectives and project delivery.
6. Maintains confidential information and performs research, data collection, and administrative analyses to support decision-making and strategic initiatives.
7. Performs other duties as assigned. *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

MINIMUM QUALIFICATIONS

- High School Diploma/GED
- Considerable (3-5 years) progressively responsible administrative, executive assistant, or office management experience required.
- Experience with general construction and/or Public Works-type projects and contracts preferred.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern office administration practices, records management, governmental operations, and applicable policies and procedures.
- Strong organizational, time management, and project coordination skills, with the ability to manage multiple priorities, meet deadlines, and exercise independent judgment.
- Excellent written and verbal communication skills, with the ability to prepare professional correspondence, reports, and presentations and maintain effective working relationships with diverse stakeholders.
- Proficiency in Microsoft Office Suite and other business software, with the ability to maintain confidential information and accurately manage records, data, and departmental documentation.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.