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Senior Executive Assistant

JOB CODE	JOB FAMILY	PROFILE
JCP309	**Business Services & Support**	**Senior Executive Assistant**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**August 28, 2026**

The Senior Executive Assistant provides comprehensive support and performs professional executive administrative duties in support of executive management's mission and objectives. Assists management in coordinating functions to ensure the effective and timely delivery of services. Acts as a liaison between County executive management and various departments, external stakeholders, and the public.

This classification is reserved for executive roles that directly support the County Manager and the Chief Operating Officer in executing county-wide strategic objectives. Its use is strictly limited to the County Manager and the Chief Operating Officer.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides sophisticated, complex scheduling and calendar management for the County Manager and Chief Operating Officer, as well as manage the content and flow of information to senior executives. Coordinates a detailed calendar of events for leadership, including all meetings and activities that require attention and follow-up.
- Completes a broad variety of administrative tasks that facilitate county management's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and external parties; composing and preparing correspondence; maintaining contact lists; and making travel arrangements.
- Prepares, drafts, edits, and formats documents such as agenda items, resolutions, ordinances, requests for proposals, joint power agreements, memoranda of agreements, and professional service contracts. Initiates

correspondence from notes and general instructions. Prepares reports, packets, graphs, and spreadsheets.

- Organizes and arranges for staff members to represent the organization at meetings and conferences, using independent initiative.
- Prioritizes inquiries and requests while resolving conflicts; makes judgments and recommendations to ensure smooth day-to-day engagements.
- Establishes priorities and communicates assignments for tracking in adherence to deadlines as directed by County management.
- Researches, analyzes, and compiles a variety of information for review and action by County management and as required for meetings and briefings. Attends meetings and takes minutes, as assigned by County management.
- Handles confidential issues such as grievances and other personnel matters.
- Establishes and maintains official and confidential documents and records in appropriate files.
- Schedules training and travel; procures supplies and services; and reviews and prioritizes mail.
- Organizes work, sets priorities, and meets critical deadlines.
- Assists with training and provides guidance for clerical support staff.
- Handles sensitive and/or confidential records, plans, documents, or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, or other related field(s).
- Five (5) years of professional experience in an administrative capacity, including experience in general management and/or project management.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Certification as an Executive Assistant (CEA) or other relevant certification is preferred.
- Additional compensation may be considered upon completion of an Administrative Assistant Certificate of Completion Program through Central New Mexico or another accredited institution.

REQUIRED SKILLS

- Leadership and Initiative: Demonstrated ability to take initiative and work independently while also providing leadership to junior administrative staff, if applicable.
- Strategic Planning Support: Ability to understand and support the County Manager in strategic initiatives, providing high-level support to achieve organizational goals.
- Advanced Problem-Solving: Expertise in addressing complex, high-stakes issues and navigating sensitive situations with diplomacy and tact.
- Cross-Departmental Collaboration: Proven experience coordinating across departments and facilitating smooth communication between various stakeholders, including elected officials and department heads.
- Crisis Management: Ability to act quickly and effectively in crisis situations, ensuring that the County Manager is properly informed and able to take timely action.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work schedule is not exclusively 8:00 a.m. to 5:00 p.m., as attendance at meetings is required and includes evening work hours.
- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Challenging work environment.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a photocopy machine, a fax machine, and a calculator.

- Materials and products handled in the course of performing essential duties include files, forms, reports, various types of other paperwork, and a wide variety of basic office supplies.