



MARCH 2016
FLSA: NON-EXEMPT

EXECUTIVE ASSISTANT

DEFINITION

Under general supervision, performs, coordinates and oversees technical and office administrative duties in support of the City Manager and the City Council, and the City Manager's staff, including the provision of varied and complex office duties; may supervise clerical and other support staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from City Manager. Provides technical and functional direction to administrative and clerical positions.

CLASS CHARACTERISTICS

This is a single-position classification. It is distinguished from other administrative support classes in that the position provides highly sensitive support to the City Manager and the City Council. Responsibilities require the exercise of independent judgment, technical knowledge of the specific area of assignment and of overall City and community activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager's office.
- Represent the City to the public, businesses, Council members and other agencies at the request of the City Manager.
- Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.
- Review and summarize miscellaneous reports and documents; prepare background documents as necessary.
- Research and analyze routine administrative projects for the City Manager and City Council; prepare first draft reports on routine administrative matters.
- Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the City Manager.
- Process payment of invoices.
- Provide follow up to assignments given to management staff by the City Manager; provide status reports to the City Manager.
- Receive and screen communications to the City Manager and City Council including telephone calls and e-mail messages, and provide assistance using independent judgment to determine those requiring priority attention; prioritize, channel, and facilitate communication

from department heads, department coordinators and the City Attorney through the City Manager's office.

- Independently respond to letters and general correspondence of a routine nature;
- Make travel arrangements for the City Manager and City Council; maintain appointment schedules and calendars for the City Manager and City Council; arrange meetings and conferences.
- Attend Management, City Council committee and other meetings and take minutes, as directed by the City Manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Local government organizational structure and functioning.
- Codes, policies, regulations and procedures related to the City Manager's office and other departments affecting the operation of the City.
- Basic supervisory principles and practices.
- Teamwork and developing consensus.
- Creative and innovative techniques for performing assignments.
- Business correspondence formatting.
- Basic mathematical computations, accounting and record keeping.
- Basic budgeting theories and principles.
- Time management.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Perform technical, specialized, complex and difficult office administrative work requiring the use of independent judgment.
- Interpret and implement policies, procedures and computer applications related to the department or organizational unit to which assigned.
- Analyze and resolve office administrative and procedural problems.
- Perform basic research and preparing reports and recommendations.
- Oversee projects or programs and/or supervise, monitor, and evaluate the work of staff.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff communication.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of two (2) years of college-level coursework in business or a field related to the work and three (3) years of office administrative, supervisory or lead experience in the area of assignment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Specified position must possess and maintain a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.