



CLASSIFICATION SPECIFICATION

EXECUTIVE ASSISTANT TO THE CITY MANAGER

JOB SUMMARY:

Under general supervision of the City Manager, the Executive Assistant to the City Manager performs complex, highly responsible, and confidential administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature; assists the City Manager and City Council with special programs, projects, and research; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Executive Assistant to the City Manager provides senior level administrative services with only occasional instruction or assistance. This class differs from an Executive Assistant in that it involves extensive interaction with the City Manager, City Council, department heads, and other elected officials and organizations.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs a variety of complex, highly responsible, and confidential administrative, secretarial, and advanced clerical work of a general or specialized nature in support of the City Manager, and answers inquiries and provides the general public and a wide variety of public and private agencies with information and assistance including technical and comprehensive details of City services, policies, contracts, and procedures.
- Maintains a calendar of activities, meetings, and various events for the City Manager; coordinates activities and meetings with City Council, City departments, the public, and outside agencies; coordinates and arranges special events as assigned; and schedules appointments and notifies involved parties.
- Supports the City Manager by performing routine administrative functions such as preparing purchase orders, checking and processing expense claims, and attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up-to-date.
- Drafts, types, formats, edits, revises, and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
- Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; ensures materials, reports, packets for signature are accurate and complete; develops filing systems; and maintains accurate and up-to-date office files, records, and logs.

- Refers calls and/or complaints to appropriate City staff for further assistance as needed and takes or recommends actions to resolve the complaint; receives and screens communications to the City Manager and City Council including office visitors, telephone calls, and e-mail messages; and opens, sorts, date stamps, and distributes mail.
- Coordinates, makes, processes, and confirms staff travel arrangements including transportation and accommodations, for the City Manager and City Council.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Office administration including organization, procedures, and details of the City Manager's office; functions of public agencies including the role of elected officials; City policies and procedures; and the City's cultural and political environment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Interpret and apply a variety of City and department policies and procedures and applicable federal, state, local laws, codes, and regulations; analyze situations carefully and adopt effective courses of action; and respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in the area of responsibility.
- Independently prepare correspondence and data; type and edit complex/condimental reports and charts; perform mathematical calculations; count money; sort/file documents; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, or a closely related field.
- Five years of increasingly responsible clerical, administrative, and/or customer service experience.

- Previous experience supporting a City Manager, City Council, and/or Chief Executive is required.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 15, 2017