



Department:	City Manager
Bargaining Unit:	Confidential
Salary Range:	C24
Last Revision:	April 1995

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, to perform a variety of highly responsible office management and confidential and complex secretarial and administrative duties in support of the City Manager's and City Attorney's Offices and the City Council; and to provide general information and assistance to the public and City employees.

SUPERVISION EXERCISED

Exercises technical and functional supervision over secretarial and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Screen calls, visitors, and mail; respond to sensitive requests for information and assistance; resolve citizen concerns and complaints.

Interpret City policy, procedures, laws, and regulations in response to routine inquiries and complaints; refer inquiries as appropriate.

Participate and assist in the administration of the City Manager's Office ; provide administrative assistance in support of Redevelopment projects such as grant requests and funding applications.

Independently respond to letters and general correspondence of a routine nature.

Research and process invoices for payment for assigned programs and functions; prepare purchase orders as necessary.

Coordinate travel arrangements; maintain appointment schedules and calendars; arrange meetings with other departments, divisions, and outside agencies.

Attend meetings as assigned; take and transcribe dictation; type, assemble, and distribute meeting agendas, reports, manuals, and other materials; maintain records.

Recommend organizational and procedural changes affecting support activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Compile data for special projects and various reports; assist in assembling City Council agenda items as needed; maintain City Manager files and mail log.

Order and maintain office supplies; order stationary, business cards, and supplies for administrative office staff and City Council members as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and computer equipment.

Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and database applications.

Principles of business letter writing and basic report preparation.

Basic organization, functions, and practices of municipal government.

Principles and procedures of record keeping.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Skill to:

Take and transcribe dictation at a speed necessary for successful job performance.

Type and enter data at a speed necessary for successful job performance.

Ability to:

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Research, compile, analyze, interpret, and prepare a variety of fiscal, statistical, and administrative reports.

Prepare clear and concise reports and correspondence.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Work cooperatively with other departments, City officials, and outside agencies.

Respond to requests and inquiries from the general public and City officials.

Compile and maintain complex and extensive records and prepare routine reports.

Maintain confidentiality of sensitive information and data.

Plan and organize work to meet schedules and deadlines.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Ability to:

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Four (4) years of increasingly responsible secretarial and clerical experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course working office practices including secretarial and clerical practices.

License or Certificate:

Possession of, or ability to obtain, certification as a Notary Public is desirable.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: April, 1995