

## EXECUTIVE ASSISTANT

### **Job Summary:**

Performs highly responsible, complex and confidential secretarial work for the City Council or City Manager; oversees the day to day operations of City Council or City Manager's office. Supervises clerical staff and performs related duties as required.

### **Essential Duties and Responsibilities**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Relieves City Council members or City Manager of administrative and clerical details.
2. Supervises and evaluates the work of clerical staff; coordinates, assigns and reviews work to assure timely and efficient completion.
3. Screens phone calls, visitors and correspondence; evaluates and responds to requests, complaints/concerns; forwards requests, complaints/concerns to appropriate staff for attention; follows up to ensure prompt response or action.
4. Provides information in accordance with established procedures and policies.
5. Performs secretarial duties for the City Council or City Manager including, but not limited to, independently drafting and typing a variety of correspondence, including material of a confidential nature; maintaining a variety of confidential information, complex files and records.
6. Maintains calendar for the City Council members or City Manager; schedules and arranges appointments, meetings and special events as required; makes travel and/or hotel arrangements.
7. Conducts research, gathers materials and compiles information for reports; prepares reports of such research for the City Council or City Manager as assigned.
8. Makes catering service arrangements for City Council and/or staff meetings.
9. May prepare and distribute agenda items or agenda packets for City Council meetings.
10. Prepares receiving reports and requisitions.
11. May process timesheets and surveys.
12. Performs related duties as required.

### **Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

High school diploma or GED and two (2) years of college level courses or equivalent including or supplemented by secretarial training work and five (5) years of current full-time, paid secretarial experience including two (2) years of administrative secretarial experience. Experience and/or education may be substituted on a year for year basis.

### **Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer software and hardware.
- Telephone techniques and etiquette; customer service principles.

- City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary; proofreading techniques.
- Principles and practices of training and providing supervision.
- Basic budgeting practices and procedures.
- Letter and report writing.
- Mathematical concepts/functions.

**Skill and/or Ability to:**

- Type 60 net words per minute from clear copy.
- Independently compose letters, memos, or other material.
- Take notes quickly and accurately.
- Transcribe dictation accurately at an acceptable rate of speed.
- Proofread and edit a variety of documents and reports.
- Establish and maintain a variety of complex central filing systems.
- Apply and explain applicable laws, codes, rules, regulations, policies and/or procedures.
- Research, compile, and organize material and summarize in report-form.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a variety of office machines and equipment including personal computer and related software.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Maintain confidentiality; exercise judgment and discretion.
- Supervise, train and provide work direction to office clerical support.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Establish and maintain a variety of complex and confidential files and records.
- Organize and prioritize work assignments.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Typing certificate of 60 net words per minute required at the time of application.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.