



## EXECUTIVE ASSISTANT

### Office of the City Manager and City Attorney

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

This position performs a variety of complex secretarial, clerical, and public relations duties in support of the City Manager, City Attorney, City Clerk and City Council. This position will have the primary responsibilities of relieving the City Manager and City Attorney of substantial amounts of administrative detail; dealing with sensitive confidential and technical subject matter; use of word processing; dealing with citizen complaints; and assisting the City Council support functions. Depending upon assignment, work is performed independently or under general supervision.

### DISTINGUISHING CHARACTERISTICS

This is the highest classification in the administrative assistant series. It is distinguished from other administrative support positions by the degree of confidentiality and sensitivity of subject matter, the consequence of error, and importance to public image of City operations.

### ESSENTIAL FUNCTIONS: *(Include, but are not limited to the following)*

- Type a variety of correspondence, forms, staff reports, and other material for the City Manager and City Attorney from notes, or other sources. Independently compose correspondence.
- Prepare agendas for staff meetings and meetings with outside agencies.
- Provide information and assistance to a variety of interested parties, frequently of a confidential, sensitive, or technical nature. Screen telephone calls and visitors within the City Manager and City Attorney offices, referring them to the appropriate party or agency.
- Arrange appointments, meetings, and conferences for City Manager, City Attorney and Council members.
- Upon appointment by City Clerk, act as Deputy City Clerk in City Clerk's absence, including preparation of Council agendas and packets, attendance at City Council meetings, transcription of Council meeting proceeding, and post-meeting item follow up.
- Assist City Clerk with in-house municipal code update.
- Assist in processing and distributing information related to the legislative operations of the City.
- Research records for information and compile summaries and tabulations, which may be submitted directly to the requesting individual or agency.
- Maintain a variety of support functions of systems such as files or supplies.
- Operate a variety of office equipment, including personal computer.

### KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** principles of office management; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and comprehensive records retention systems.

**Ability to:** effectively manage office administrative functions; acquire a thorough knowledge of department and City functions, procedures, and policies; work independently and make decisions on work priorities and procedural matters with only limited direction received; maintain confidentiality and

exercise sound judgment in dealing with sensitive issues; maintain accurate and complete records; and work effectively with other staff, the public and elected officials.

**Skills:** Type at a speed of not less than 65 net words per minute from clear copy; operate a variety of office equipment; operate computer word processing, spreadsheet, and database software; and accurately transcribe from dictating equipment.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability to speak clearly and understandably; deal calmly with irate citizens; work effectively with other staff, the public, and elected officials; bend, stoop, or crouch to retrieve files and storage material; and work some extended or irregular hours.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and Experience:** Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be graduation from high school and five years of increasingly responsible secretarial and clerical experience including some experience in office management. Prior experience with a municipality, county or school district is preferred.

Knowledge of or familiarity with personal computer, internet and programs including, Microsoft Word, Access, Excel, PowerPoint FrontPage, Outlook, desktop publishing and codification software, (such as CodeMaster®).

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EXECUTIVE ASSISTANT  
Offices of the City Manager & City Attorney  
DEPARTMENT HEAD  
NON-EXEMPT  
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