



## EXECUTIVE ASSISTANT TO THE CITY MANAGER

<b>DEPARTMENT:</b>	CITY MANAGER	<b>CLASSIFICATION:</b>	EXEMPT/ MID-MANAGEMENT
<b>CREATED/ UPDATED:</b>	MARCH 2020	<b>PAY GRADE:</b>	44

### JOB SUMMARY

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

### SUPERVISION EXERCISED/RECEIVED

Receives general direction from the City Manager or designee. Provides senior level administrative services with only occasional instruction or assistance. May exercise general direction over clerical staff as assigned.

### ESSENTIAL DUTIES

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 Assistant City Manager.

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 and Assistant City Manager; coordinates activities and meetings with City Council, City departments, the public and outside agencies; coordinates and arranges special events as assigned; schedules appointments and notifies involved parties.

Drafts, types, formats, edits, revises and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items, 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.

Screen calls, visitors, email and mail; respond to sensitive requests for information and assistance, resolve citizen concerns and complaints in a timely and accurate manner; follow up with staff as necessary for detailed information to be included in response.

Provide lead responsibility for all event planning for City Manager's Office, such as delegation visits or large press coverage events, Quarterly meetings, Executive Team meetings, and various other cross-departmental event coordination.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Management, or a closely related field.

#### **Experience:**

A minimum of six years of increasingly responsible experience supporting elected officials or senior executives.

#### **Knowledge, Skills & Abilities:**

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, scanner, 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.

## Ability to:

- Interpret and apply a variety of City and department policies and procedures and applicable federal, state and local laws, codes and regulations; analyze situations carefully and adopt effective courses of action; and respond tactfully, clearly, and appropriately to inquiries from the public, press or other agencies on sensitive issues.
- Independently prepare correspondence and data; type and edit complex reports and charts; perform mathematical calculations; 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.

## SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.