



## **JOB DESCRIPTION**

### **Executive Assistant**

**Date Prepared:** July, 2014

**SUMMARY:** Under limited supervision, performs a variety of broad, complex staff support functions for the City Manager, Assistant City Manager, City Clerk, and the City Council.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare the City Manager, City Clerk, and City Council budgets and process invoices.
- Perform City contract administration.
- Manage confidential work schedules and assignments.
- Supervise City Manager's office staff.
- Prepare City Manager, Assistant City Manager, and City Council correspondence.
- Implement and enforce City policies and procedures.
- Coordinate projects and meetings with department Directors, the Deputy City Manager, outside agencies, and developers.
- Conduct research, collect and analyze data, and prepare documents and reports.
- Provide customer service to the general public; and provide assistance in resolving complaints.
- Maintain confidentiality of work-related issues and City information; and performs other duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent; AND five years of advanced staff support experience; OR an equivalent combination of education, training, and experience.

##### **Knowledge of:**

- City policies and procedures.
- Principles and practices of general accounting and bookkeeping.
- Principles and practices of budget administration.
- Principles and practices of effective employee supervision.
- Principles and practices of purchasing.
- Research and data collection methods and techniques.
- Code enforcement requirements.
- Accounts receivable/payable procedures.
- Pertinent City codes, regulations and procedures and state and federal laws.
- Principles and practices of project management.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Applying city, state, and federal policies, laws and regulations.
- Performing mathematical calculations.
- Maintaining strict confidentiality.
- Preparing correspondence, reports, and statistical information.
- Establishing and maintaining various records and filing systems.
- Multi-tasking and performing efficient time management.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, vendors, suppliers, contractors, developers, schools, external public and private agencies, boards, businesses and the general public.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Possession of a valid California Class "C" driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.