



JOB DESCRIPTION

Executive Assistant to Deputy City Manager

Date Prepared: June, 2021

SUMMARY: Under limited supervision, performs a variety of broad, complex staff support functions for the Deputy City Manager, and may support the City Manager, as needed; performs related duties, as required.

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:*

- Assist the Deputy City Manager with budgets for all areas of oversight and processes invoices.
- Perform City contract administration.
- Manage confidential work schedules and assignments.
- Prepare Deputy City Manager correspondence.
- Implement and enforce City policies and procedures.
- Coordinate with department Directors, outside agencies, and developers.
- Conduct research, collect, and analyze data, prepare reports and documents.
- Provide customer service to the general public and provide assistance in resolving complaints.
- Maintain confidentiality of work-related issues and City information.
- Compose staff reports and assist with the corresponding departments workflow.
- Manage the Deputy City Manager's email, calendar, and phone.
- Take on special projects, as requested.
- Attend meetings on behalf of the Deputy City Manager, as needed.
- Review and proofread memos, staff reports, and professional correspondence.
- Give recommendations and suggests creative solutions to problems.
- Assist with various City boards, committees, and commission, as directed by the Deputy City Manager.
- Perform other duties, as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or equivalent, supplemented by college level coursework 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.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment; employee must be present at the office to perform their duties. May be exposed to extreme temperatures and dusty conditions. 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, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. 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 overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head Approval

Date

Personnel Officer Approval

Date