

## **EXECUTIVE ASSISTANT TO THE CITY MANAGER**

### **DEFINITION**

Under direction, provides executive assistance to the City Manager; and performs complex and confidential secretarial, administrative, and clerical duties for the City Manager.

### **DISTINGUISHING CHARACTERISTICS**

The Executive Assistant to the City Manager is a single position class. The incumbent exercises discretion and independence in judgment while providing executive assistance to the City Manager and handling confidential and sensitive matters of an administrative/secretarial nature. It requires a general working knowledge of the City government organization, its goals, and priorities. The Executive Assistant to the City Manager may be responsible for coordinating the secretarial and clerical support functions within the City Manager's Office. The incumbent has extensive contact with civic officials, other employees, and the public as a liaison for the City Manager. This responsibility may include interpreting City policies, rules and regulations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Provides executive assistance to the City Manager handling confidential and sensitive matters of an administrative/secretarial nature.

May coordinate office support functions and activities of the City Manager's Office

Develops and implements organization or procedural changes affecting clerical activities particularly in the areas of record keeping systems, forms control, office layout and office procedures.

Serves as a liaison between the City Manager, other City management positions, boards, commissions and the public; screens calls, visitors and mail.

Interprets City and departmental policies, rules and regulations in response to inquiries; refers inquiries as appropriate.

Types a variety of materials including general and detailed correspondence and memoranda utilizing word processing and/or computer equipment.

Coordinates special projects and activities as assigned.

Researches, compiles, and analyzes data for special projects and various reports.

May serve as secretary to a major board or commission; schedules, takes minutes of, and prepares appropriate background materials and files for, the proceedings; follows through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Makes travel arrangements; maintains appointment schedules and calendars; and arranges meetings and conferences.

Takes shorthand as required.

Initiates and maintains a variety of files and records.

May type documents and maintain files related to a variety of sensitive personnel actions.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment.

Organization, procedures, and operating details of the City and the City Manager's Office.

City government organization, functions, policies, rules and regulations.

Basic principles of research and report preparation.

#### **Ability to:**

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Represent the City Manager at various meetings and engagements.

Compose correspondence and letters.

Interpret and apply administrative and departmental policies, laws and rules.

Operate modern office equipment including word processor and computer equipment as required.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records.

Maintain confidential data and information.

Understand and follow oral and written directions.

Type accurately at a speed necessary for timely completion of assigned duties.

Take shorthand at a speed necessary for adequate job performance.

Establish and maintain effective working relationships with the City Manager and those contacted in the performance of required duties.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Three years of increasingly responsible secretarial and clerical experience, including administrative duties. Experience must include handling sensitive and confidential matters.

#### **Special Requirements:**

The incumbent may be required to take and transcribe shorthand.

A valid California Driver's License may be required at the time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

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