

EXECUTIVE ASSISTANT TO DEPARTMENT DIRECTOR

DEFINITION

Under direction, performs a wide variety of complex and confidential administrative and secretarial duties in providing executive assistance to the director of a large and/or complex department.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant provides high level support to the director of a large and/or complex City department, which may include some secretarial support duties. An incumbent exercises considerable discretion and independent judgment while performing administrative/secretarial tasks of a confidential or sensitive nature. The Executive Assistant receives assignments in terms of broad objectives and maintains full responsibility for completion of assignments with minimal supervision. Performing the most critical and/or sensitive of administrative assignments, the Executive Assistant is expected to act as a liaison between the department director and department members, City and civic officials, employees and the public. Responsibilities may include interpretation of City policies, rules and procedures. Executive Assistant to the Department Director differs from Senior Secretary in that the former is unclassified, serves at the will of the department director, is allocated only to large and/or complex departments as determined by the City Manager, and focuses on administrative and secretarial support. Criteria for such designation will include the size of the department, complexity of its function, and a need for confidentiality and sensitivity in its daily operations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Provides executive assistance to a department director including handling confidential and sensitive matters of an administrative nature, which may include related secretarial functions.

Initiates, organizes and reviews a variety of administrative assignments.

Coordinates office support functions and activities of the department director; supervises paraprofessional, technical or clerical employees.

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

Conducts regular staff meetings with subordinate staff.

Assists in the preparation and administration of the annual department budget.

Serves as liaison between the department director, other City management, elected officials, boards, commissions, and the public; screens calls, visitors, and mail.

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

Maintains responsibility for critical and sensitive of administrative assignments.

Maximizes productivity through effective communication with and motivation of subordinate employees.

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.

Types and organizes a variety of materials including general and detailed correspondence, memoranda, and sensitive personnel actions utilizing word processing and/or computer equipment; initiates and maintains a variety of files and records.

Researches, compiles and analyzes data for special projects and various reports; coordinates special projects and activities as assigned.

May make travel arrangements; maintains appointment schedules and calendars, and arranges meetings and conferences.

May act as the management representative and participate in the meet and confer process.

Performs other duties as assigned.

Knowledge of:

Knowledge of English usage, spelling, grammar, punctuation modern office methods, procedures, equipment, and of City computer-based systems and their capabilities.

Knowledge of organization, procedures, and operating details of the City and the department director's office.

Knowledge of City government organization, functions, policies, practices, rules and regulations.

Knowledge of techniques available to maximize the utilization of human resources to benefit both the City and the employees.

Knowledge of basic principles of research and report preparation.

Knowledge of the technical requirements relating to individual department functions.

Ability to:

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

Ability to prepare and present oral and written reports and recommendations concisely, logically, clearly and convincingly.

Ability to represent the department director at various meetings and engagements.

Ability to interpret and apply administrative and departmental policies, laws and rules.

Ability to analyze situations carefully and recommend and/or adopt effective courses of action.

Ability to develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity.

Ability to plan, organize and schedule priorities in the office.

Ability to compile and maintain complex and extensive records.

Ability to maintain confidential data and information.

Ability to understand and follow oral and written directions.

Ability to establish and maintain effective working relationships with other department directors, as well as City officials and members of the public, and those contacted in the performance of required duties.

Ability to compose correspondence and letters.

Ability to operate modern office equipment including word processor and computer equipment and type accurately at a speed necessary for timely completion of assigned duties.

Minimum Qualifications

Experience:

Five years of full-time paid experience equivalent to that gained as an Senior Secretary with the City of Fresno.

or

Education:

Twelve units of business or academic college course work relating to office management or secretarial sciences and seven years of increasingly responsible secretarial experience to a manager or administrator.

Necessary Special Requirements

A valid California Driver*s License will be required at the time of appointment.

APPROVED: _____ DATE: _____
Director

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JC:scm 12/24/08