

Job Description

Job Title: Executive Assistant

FLSA Status: Non-exempt

Job Summary:

This is a responsible administrative support position involving moderately complex work problems and situations for the various departments of the City. Support functions require writing, reporting, and strong communication skills. This position requires a high level of customer service skills, interacting with the public and other employees to achieve the essential functions of the job. Provide quality customer service to the City Council, staff, and the public. Provide administrative support to the Department Directors, which may involve scheduling meetings, scheduling travel, note taking at meetings, preparing materials, assisting visitors/meeting attendees, and other various tasks. Provides administrative support in all aspects of the City office.

Supervision Received: Works under the direct supervision of the City Clerk.

Supervisory Responsibility: None.

Essential Duties and Responsibilities:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be an accurate summary of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a wide variety of complex, responsible, administrative, and confidential duties for City Council, Department Directors, and other staff.
- Make travel arrangements, maintain appointment schedules and calendars and arrange meetings and conferences.
- Coordinate incoming correspondence, visitors, and telephone calls.
- Coordinate activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project.
- Assists the Finance Department with Accounts Payable, Accounts Receivable, Cash Receipting, Payroll, and other financial activities, as assigned.
- Support Municipal Court Administrator in administration of monthly municipal court
- Exercise considerable judgment in disseminating information, making referrals to the appropriate authority, and initiating and composing correspondence.
- Provide information to the public and staff regarding City operations and established administrative policies and procedures.

- Research inquiries from staff and the public and compiles information for inclusion in various reports.
- Receive and process cash receipt payments.
- Order supplies and maintain office machines and other aspects of the office.
- Perform related duties as assigned.

The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment connected to the position.

Required Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job.

Knowledge and understanding of:

- Advanced word processing, spreadsheet, database, electronic mail, publishing, and other business-related computer software applications
- Correct English usage, spelling, grammar, and punctuation
- Basic financial and accounting principles
- Modern office methods, procedures, secretarial practices, and business correspondence
- Filing systems and complex record keeping methods
- Modern office equipment and personal computers
- Appropriate safety precautions and procedures
- Organization, procedures and operating details of the City department to which assigned
- City government organization, functions, policies, rules and regulations

Skilled at:

- Performing complex secretarial, clerical and administrative detail work involving independent judgment requiring thorough knowledge of city and department functions and municipal policies
- Dictation and transcription
- Taking responsibility and use good judgment in the application of authority
- Communicating clearly and concisely, both orally and in writing
- Reading and interpreting rules, and policies and apply them with good judgment in a variety of procedural situations
- Creating clear and comprehensive reports, letters, and memoranda and keep complex records
- Devising office procedures in response to changing organizational needs
- Interacting with the City Manager, Department Directors, public agency officials, citizens, businesses and staff in a diplomatic and professional manner
- Maintaining the confidentiality of privileged information
- Understanding and performing both oral and written instructions
- Establishing and maintaining effective relationships with those contacted within the course of work.

Minimum Requirements:

- Any combination of training and experience which would provide the knowledge and skills and abilities is qualifying.
- Three years of increasingly responsible office support experience, including public contact, detailed report writing, analytical skills, and the full range of technical and advanced administrative duties.
- Associates degree with course work in administrative assistance, office management, general business, or related field.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Physical ability to work in an office setting and operate office equipment. While performing the duties of this job, the employee is regularly required to stand, sit, and use hands and fingers to operate office equipment. Light to moderate lifting is required.

Vision: See in the normal visual range with or without correction; vision enough to read computer screens and printed documents.

Hearing: Hear within the normal audio range with or without correction.