



## **Position Description**

### **EXECUTIVE ASSISTANT**

#### **DEFINITION**

Performs a variety of highly responsible, complex and confidential clerical, technical administrative and secretarial duties for a department or division.

This position is the advanced journey-level class in the City's clerical support job series. Positions at this level are distinguished from other positions within the clerical support series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this job series, including providing administrative support to a department or division in areas such as budget, personnel or a department program or function, as well as providing responsible secretarial support to management and professional staff which requires frequent use of tact, discretion, initiative and independent judgment. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility, may be required to perform department-related special administrative assignments or projects, and may act as the Office Manager within the department.

#### **SUPERVISION RECEIVED**

Works under the general supervision of assigned division or department head.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over other clerical and technical personnel including, temporary or other staff, as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)**

Performs a wide variety of complex, responsible and confidential secretarial and administrative duties for department heads, division heads and other management personnel, including providing routine analytical and technical support.

Provides administrative support to the department or division head including the organization and maintenance of various administrative, reference, and follow up files; makes appointments and maintains a calendar, schedules and arranges for meetings

and makes travel and meeting related arrangements; receives and screens visitors and telephone calls; organizes meetings by notifying participants, makes room arrangements, and prepares and posts agendas and required informational materials, attends meetings and prepares minutes; follows up on projects, transmits information, and keeps informed of pertinent activities.

Works closely with the department or division head to maintain an in-depth awareness and knowledge of the departments and City's issues, philosophies, goals and objectives and assists in developing related strategies; works collaboratively with other City staff.

Provides information and resolves moderately complex complaints which regularly requires the use of judgment and the interpretation and application of policies and procedures.

Uses current computer software programs to prepare drafts of documents and finished documents; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Independently responds to letters and general correspondence not requiring the attention of professional personnel.

Researches, compiles and summarizes a variety of informational or statistical materials from multiple sources; prepares a variety of studies, reports and related information for decision-making purposes.

Provides assistance to department or division head in meeting management; assembles background materials, prepares agendas, and records action items from various meetings.

Composes drafts of correspondence, confidential communications, speeches, presentations, resolutions, ordinances, contracts, administrative policies, and other materials independently or from brief notes.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Performs basic accounting and bookkeeping functions related to ordering supplies, equipment and services. Orders and purchases supplies for department or division; tracks projects and prepares invoices from file documents.

Performs clerical duties related to department or division activities such as typing, filing, and distributing mail.

Organizes and maintains various administrative, reference, and follow-up files; purges files as necessary; organizes and maintains data base files.

Plans, assigns, reviews trains, and evaluates the work of assigned clerical personnel; provides input on and conduct employee performance evaluations.

Organizes own work, sets priorities and meets critical deadlines.

Performs related duties as assigned.

### **PERIPHERAL DUTIES**

Attends seminars and workshops related to administrative duties and responsibilities.

May serve as a member of employee focus groups.

May represent the City at various meetings and functions.

Operates a vehicle to carry out assigned duties.

May perform cashier function including receipt of payments and various other payments, and post monies to appropriate accounts.

May issue routine non-technical permits as authorized.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Office administrative and secretarial practices and procedures such as business letter writing; organization and function of city government, including role of elected officials and appointed board and commission members; correct English usage, including spelling, grammar, punctuation and vocabulary; office management techniques and budgeting principles and practices.

#### **Skill in:**

Operation of listed tools and equipment;

#### **Ability to:**

Provide varied, responsible and confidential secretarial and administrative support for a department or division head and administrative staff; interpret, apply and explain complex policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; recommend solutions and adopt effective courses of action; plan, organize, and

schedule priorities in the office; communicate effectively verbally and in writing; and some positions may be required to type accurately at speeds up to 60 words per minute.

### **Education and Experience:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from a high school or equivalent; an Associate's Degree or advanced clerical training is highly desirable but not required, and a minimum of at least three (3) years of related experience in a high level secretarial position with responsibility for providing administrative support to executive and/or political personnel.

### **SPECIAL REQUIREMENT**

Possession of and maintenance of a California Driver's License.

### **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and data base software; personal computer or computer terminal; 10-key calculator; phone; copy machine; fax machine and other modern office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but can be moderately noisy depending on specific location. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others, regardless of how they treat you.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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