



CLASSIFICATION SPECIFICATION EXECUTIVE ASSISTANT

JOB SUMMARY:

Under general supervision, the Executive Assistant provides complex secretarial and clerical assistance to a department head; prepares and edits a variety of documents and reports ranging from correspondence to technical reports; provides information and assistance to other City staff and the general public regarding assigned programs, policies, and procedures; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Executive Assistant provides senior level administrative services, and may exercise discretion over other clerical personnel in completing assigned work. This class differs from an Administrative Assistant II due to the employee reporting directly to a department head, the level and nature of interpersonal interaction with the public, staff, and outside agencies, and complexity of work performed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Performs a variety of senior level secretarial, administrative, and clerical work of a general or specialized nature in support of assigned programs, and provides information and assistance related to area of assignment, which includes responding to sensitive requests for information as required.
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; schedules appointments and notifies involved parties; ensures public meetings are properly noticed and advertised; and contacts outside agencies to exchange information.
- Supports the department head by performing routine administrative functions such as collecting and reviewing time sheets, preparing purchase orders, and checking and processing expense claims.
- Creates, formats, edits, revises, proofreads, and processes a variety of documents and forms including reports, correspondences, memoranda, agenda items and reports, agreements, technical and statistical charts and tables, and other specialized and technical materials from rough draft, transcription, and brief verbal instructions; compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; and develops and maintains accurate and up-to-date office files, records, and logs for assigned areas.
- Coordinates, makes, and confirms staff travel arrangements including transportation and accommodations.

- Receives, directs, and relays telephone messages and fax messages; responds to inquiries both in person and by telephone and e-mail from members of the public, other employees, department heads and/or managers; and screens incoming mail.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office administration, City department policies and procedures, rules and notices governing the notice and conduct of public meetings, and the City's cultural and political environment.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Interpret and apply a variety of City and department policies and procedures and analyze situations carefully and adopt effective courses of action.
- Create and edit complex/confidential reports and charts, perform mathematical calculations, and sort/file documents.
- Communicate clearly and concisely both orally and in writing, understand and follow oral and written directions as provided, work with minimum supervision, and respond to public and staff requests for assistance both by telephone and in person.
- Maintain confidentiality of records, actions, and events, compile and maintain complex and extensive records, and take notes and transcribe minutes as required.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Associate's degree in public administration, business administration, or a closely related field.
- Three years of increasingly responsible clerical, administrative, and/or customer service experience.
- Previous experience supporting a department head or executive level position is required.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 15, 2017