



## Executive Assistant to the City Manager

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### Summary

Provide highly responsible, specialized, confidential, and technical administrative support to the City Manager, Assistant City Manager, City Council and Mayor in the overall administration of City operations; exercise sound judgment, problem-solving skills, and sensitivity in complex situations; facilitate the City Manager and City Council's work program flow of activities; manage the day-to-day activities of the City Manager's Office and frequently interact with City staff and representatives of the public.

### Class Characteristics

General direction is provided by the City Manager; responsibilities may include the direct and indirect supervision of professional, technical, and/or support staff and direct communication with other department directors and managers.

The Executive Assistant to the City Manager is a single position classification and the highest level in the secretarial and administrative support series. The incumbent works on specialized projects containing a high number of complex and difficult tasks and assignments. This position is distinguished from those in the classification of Administrative Assistant in that this position provides primary administrative support to the City Manager, Assistant City Manager, and members of the City Council.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Provide complex responsible, confidential, and administrative support to the City Manager, Assistant City Manager, City Council and Mayor in the overall administration of City operations.

Act as a technical and historical resource on more difficult administrative support problems or specialized issues; monitor quality and timeliness of unit work.

Instruct employees in the interpretation and application of regulations, policies, and procedures related to the department's programs and operations.

Maintain official records and execute administrative policies determined by, or in conjunction with, other officials.

Prepare memoranda and administrative procedures and policies for distribution to directors, managers, supervisors, and City employees.

Research and assemble information; verify that information or data is complete, accurate, and consistent and provide analyses for draft reports.

Assist the public in person and by phone.

Assist in the implementation of goals, objectives, strategies, policies, procedures, and work plans.

Manage the City Manager's calendar; independently schedule appointments and establish a daily workflow program; maintain City Council's calendar; maintain Council Chambers calendar and monitor usage by various commissions and committees.

Coordinate public relation efforts by preparing press releases, public information material, and newsletters; work cooperatively with community organizations; respond to citizen inquiries and complaints received by City Council members and the City Manager's office.

Receive incoming calls and correspondence, including e-mail for all members of the City Council and City Manager, and forward or respond appropriately.

Process City Council members' requests for research or action and delegate requests to appropriate staff.

Coordinate programs, events, and conferences by arranging for facilities and caterers, issuing information or invitations, organizing speakers, and controlling event budgets.

Organize attendance at meetings, detailed travel plans, and itineraries for members of the City Council, City Manager, and for department directors as necessary; compile documents for travel-related meetings and attend meetings when requested.

Compose and prepare confidential correspondence, reports, and other complex documents; maintain accurate and detailed records and logs.

Process reimbursements and invoices; reconcile expense accounts for City Council and the City Manager.

Serve as the point of contact, coordinate, and manage the issuance of various permits and documents.

Perform the purchasing of various supplies and small equipment.

Oversee the functionality of Council Chambers and ensure supplies, technology or items required by the City Council, Mayor, City Manager, or commission members are in working order or purchased using budgetary guidelines.

Manage the City Manager and City Council budgets.

Assist and support the City Manager with recruitment agencies and services.

Perform related duties as assigned.

Skills/Abilities:

Provide highly complex administrative support to the City Manager, Assistant City Manager, City Council and Mayor.

Prepare and analyze statistical data, tables, and charts.

Maintain confidentiality of documents, materials, and information.

Interpret and apply administrative rules, regulations, policies, and procedures.

Use initiative and sound independent judgment within established guidelines.

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.

Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Compose correspondence independently or from brief instruction on behalf of the City Manager, Assistant City Manager, City Council and/or the Mayor.

Prepare reports, business correspondence, and procedure manuals.

Perform mathematical calculations such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Interpret and comprehend an extensive variety of technical instructions, statistical data, and reports and deal with several abstract and concrete variables.

Interpret and explain City policies and procedures to the public and other City employees.

Understand and carry out oral and written directions.

Effectively diffuse difficult situations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

**Physical Demands and Work Environment:**

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

**Qualifications**

**Knowledge of:**

Organization, procedures, and operations of municipal government.

Operations and services of the City Manager's office.

Office management and purchasing methods, practices, policies, and procedures.

Rules and regulations governing public meetings, including notification and distribution of meeting materials.

Principles and practices of business letter and report writing.

Policies and procedures governing public agency record keeping.

Methods and techniques of researching and compiling information.

English grammar, spelling, vocabulary, and punctuation.

Mathematic principles.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

Equivalent to an Associate's degree with major course work in business management, business administration, or a related field.

Experience:

Four years increasingly responsible related experience and/or training.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

May require the availability to attend night meetings at or away from the work site.

Established: 07/10/00

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Department: City Manager

FLSA Status: Exempt