



## 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, and City Council in the overall administration of City operations. This position requires the need to exercise sound judgment, problem-solving skills, and sensitivity in complex situations. The Executive Assistant facilitates the City Manager and City Council's work program flow of activities, manages the day-to-day activities of the City Manager's Office, and frequently interacts with City staff and representatives of the public.

### Class Characteristics

General direction is provided by the City Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

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, and City Council, in the overall administration of City operations.

Act as a technical 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 or 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 daily workflow program; maintain City Council calendar.

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

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

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

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

Organize attendance at meetings, detailed travel plans, and itineraries for members of the City Council, City Manager, and, as necessary, for department directors; 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 the City Council and City Manager.

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, and City Council.

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 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.

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 City policies and procedures.

Understand and carry out oral and written directions.

Communicate effectively both verbally and in writing.

Establish and maintain effective relationships with those contacted during 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 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.

Operational characteristics of office equipment including facsimile machines, photocopiers, computers and associated word processing and spreadsheet applications.

Mathematic principles.

**Education and Experience**

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

**Education:**

An Associate's degree with major work in business management or administration.

**Experience:**

Four years related experience and/or training.

Certificates/Licenses:

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

This position may require the incumbent to attend night meetings at or away from the work site.

Established: 10/16/00

Resolution #:

Revised: 09/12/05

Resolution#: 2005-145 N.C.S.

Revised: 06/30/06

Department: City Manager

FLSA Status: Exempt