



Executive Assistant - Confidential

DEFINITION

Under general supervision of the department head performs, coordinates and oversees technical and office administrative duties in support of a department, including the provision of varied and complex office duties; develops and recommends office procedures and systems; ensure smooth office operations. Analyzes and prepares routine staff reports and documents; draft correspondence for the department head's signature, may supervise clerical and other support staff, and perform other duties as assigned.

This is a single position classification within a department. It is separate from other administrative support classes is that this position provides support to the department head on sensitive items. The Responsibilities require the incumbent to exercise good judgment, have technical knowledge specific to the area of assignment, and a strong grasp of the overall City and community.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the department head or designee. Technical or functional supervision may be received from other manager within the assigned department.

EXAMPLES OF DUTIES:

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Perform a wide variety of complex, responsible, and confidential duties in the assigned department, including: screen calls, visitors, and mail; type a variety of materials, reports, correspondence and resolutions; make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

Maintain confidentiality of records and information about the department employees, such as grievances, reprimands, disciplinary actions and information regarding the collective bargaining process.

Act as an information source to the public concerning the department actions, procedures, elections, etc.

Coordinates and develop Special Projects within the Department, such as Community Activities, including budgets, timelines, training programs, etc.

Work cooperatively with others.

Process payments of invoices.

Provide follow up to assignments given to management staff by the department head and provide status reports.

Independently responds to letters and general correspondence not report

Manage inventory of equipment and office supplies.

Oversee the maintenance of facilities.

Prepare analyst of department activities and special programs.

Supervisor and manage special projects within the department.

Supervision of staff, and volunteers as appropriate.

Manage various databases within the City.

Prepare various reports for the Department.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

Research, gather data, summarize findings, format, and produce and distribute finished reports on subjects of concern to the department.

Coordinate, manage and schedule various outreach programs within the department.

Manage all department necessary data bases, hard files of pertinent documents and logs.

As appropriate, prepare minutes of various committee meetings.

Monitor City ordinances and permits that are applicable to the department.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation.

Computer savvy and understanding of various databases as applicable for the department.

Organization, procedures, and operating details of a municipal government; familiarity with pertinent local, state and federal laws, ordinances and rules including ordinances and codes related to the Department functions.

Basic understanding of managing and supervision.

Understanding of statics and budget process.

Skill to:

Communicate effectively with co-workers, subordinates, and superiors.

Work with a wide variety of personalities and situations requiring tact, judgment and poise.

Comprehend, coordinate and transmit information

Perform technical, specialize, complex and difficult office administrative work with requires independent judgement.

Understand and carry out oral and written directions; analyze situations carefully and adopt effective courses of action independently.

Analyze reports to determine action items.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Create and preserve effective work relationships with those needed in performance of your duties.

Ability to:

Perform complex work with little direction.

Manage projects with little direction to successful conclusion.

Prepare concise and complete correspondence and reports; and maintain confidential data and information.

Apply tact and mature judgment in dealing with controversial matters or confidential nature in a variety of situations.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

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

Education:

Equivalent to completion of the twelfth grade, including or supplemented with college level courses in a related field.

Experience

Four years of increasingly responsible clerical and secretarial experience, involving frequent contact with the public; one year of technical supervision over administrative personnel

Ability to communicate in another language is a plus

License or Certificate

Possession of a valid California Driver's License; Spanish-speaking skills are desirable.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, and/or in excess of 10 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.