

## **Executive Assistant (City Clerk)**

### **THE POSITION**

Performs highly responsible, complex, and confidential administrative and clerical work and performs related duties as required. Executive Assistant in the City Clerk's Office provides support to the City Clerk as described below.

### **ESSENTIAL DUTIES**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Screens phone calls, visitors, and correspondence; evaluates and responds to requests, complaints/concerns; forwards requests, complaints/concerns to appropriate staff for attention; follows up to ensure prompt response or action.
2. Provides information in accordance with established procedures and policies; helps develop appropriate office procedures and policies.
3. Supports and provide administrative and clerical duties, performs secretarial duties including, but not limited to, independently drafting and typing a variety of correspondence, including material of a confidential nature; maintaining a variety of confidential information, complex files and records.
4. Maintains calendar, schedules, and arranges appointments, meetings and special events; makes travel and/or hotel arrangements, organizes expense reports as required.
5. Conducts research, gathers materials and compiles information for reports; prepares reports of such research as assigned.
6. Makes catering service arrangements for required and/or staff meetings as needed.
7. Tracks assignments: assists with the preparation and distribution of staff reports or agenda packets for City Council meetings.
8. Prepares, proofs, and enters staff reports in Legistar/Granicus
9. Processes purchase orders and requisitions in the Tyler Munis System.
10. Processes timesheets and surveys as required.
11. Handles follow-up on public record requests; organizes and prioritizes incoming material
12. for City Clerk's office. Provides contract administration for all City department contracts and routing for designated signatures.
13. Processes all City resolutions and City ordinances.
14. Prepares Pre-Council and Post-Council Agendas for City distribution.
15. Assists with all legal notices.
16. Assists with Election publications, resolutions, letters, notices and other related documents.
17. Handles departmental budget of personnel and administrative costs.
18. Assists with all City IFB/RFP/Rfq/ preparations and collaborates with the Purchasing Division for process.
19. Provides all City records to staff upon request.

20. Updates and maintains the Clerical Handbook as required.
21. Must maintain highest level of confidentiality.
22. Performs related duties as required.

## **QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Bachelor's degree and experience in a municipality preferred or minimum of two (2) years of college including Executive Assistant experience and/or five (5) years of full-time, paid administrative experience; two (2) years of Executive and/or administrative office experience supporting a top executive and/or executive leader preferred. Experience and/or education may be substituted on a year for year basis.

### **Knowledge of:**

- Applicable laws, codes, regulations, policies and procedures and MOU's. Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer software and hardware.
- Telephone techniques and etiquette; customer service principles. City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary; proofreading techniques.
- Principles and practices of training and providing supervision. Basic budgeting practices and procedures.
- Letter and report writing.
- Financial concepts/functions.

### **Skill and Ability to:**

- Strong attention to detail and excellent follow-up skills. Professionalism, consistency and self-initiative required. Monitor and track vendor contract execution.
- Independently compose letters, memos, or other material. Take notes quickly and accurately.
- Multi-task and deal with constant interruptions.
- Analyze situations accurately and adopt an effective course of action. Maintain a professional and consistent disposition at all times.
- Transcribe dictation accurately at an acceptable rate of speed. Proofread and edit a variety of documents and reports.
- Establish and maintain an accurate filing system.
- Apply and explain applicable laws, codes, rules, regulations, policies and/or procedures.

- Research, compile, and organize material and summarize in report-form. Add, subtract, multiply and divide quickly and accurately.
- Operate a variety of office machines and equipment including personal computer and related software.
- Understand and follow oral and written directions. Maintain confidentiality; exercise judgment and discretion.
- Supervise, train and provide work direction to office clerical support. Effectively communicate both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others. Establish and maintain a variety of complex and confidential files and records.
- Organize and prioritize work assignments.
- Be apolitical while providing excellent customer service.

**License and Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.