

## **Executive Assistant (Community Development)**

### **THE POSITION**

Under the direction of the Assistant City Manager (Economic Development) or designee, performs a variety of highly responsible, complex clerical and confidential, administrative, and related duties for the Economic and Community Development Department as required.

Executive Assistant in the Economic and Community Development Department provides support to the Assistant City Manager-Economic Development and the Director of Community Development Acting as the point of contact among executives, staff, clients and other external partners 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 or department 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. Supervises and tracks clerical assignments for the department.
8. Prepares non-complex, proofs and enters, Staff reports in Legistar and processes requisitions in the Tyler Munis System for the Carson Reclamation Authority
9. Staffs the Carson Reclamation Authority during meetings, including scheduling and managing in-person or teleconference meetings.
10. Generates the Agenda for the Carson Reclamation Authority, including official postings of meeting notices, creation and distribution of Agenda packets, and notifications to the members and to the public.

11. Creates and distributes record keeping reports for the members of the Carson Reclamation Authority as requested.
12. Processes timesheets and surveys as required.
13. May handle follow-up on public record requests; organizes and prioritizes incoming material.
14. May assist the Planning Commission including taking meeting minutes, generating the agendas, official posting of meeting notices, including creation and distribution of Agenda packets, and notification to the members and the public.
15. Creates, updates and maintains the Clerical Handbooks for the department as required.
16. Perform department-related administrative special assignments or projects
17. Maintains personnel files and records for management personnel.
18. Perform accounting functions and inventory related to ordering supplies, equipment and services.
19. Recommend organization or procedural changes affecting clerical activities.
20. May assist in the distribution of notices and information as it relates to the department.
21. Arranges community meetings (e.g., town hall meetings, public hearings, and census redistricting) as it relates to the department
22. May assist department clerical staff when necessary
23. Must maintain highest level of confidentiality.
24. 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 secretarial 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.