



## JOB DESCRIPTION

### Executive Assistant to the City Administrator

Date Prepared: June 2014

Class Code: 1500

**SUMMARY:** Under general supervision, performs a wide variety of complex and highly skilled administrative functions supporting the City Administrator; work requires the exercise of independent judgment, initiative and discretion based on knowledge of administrative policies and procedures and the municipal organization in performing daily activities.

**DISTINGUISHING CHARACTERISTICS:** -- Executive Assistant to the City Administrator is the experienced paraprofessional level in the job series; incumbents work under general supervision, and perform a variety of technical, specialized and complex duties.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Apprises the City Administrator of issues, problems, concerns or sensitive matters impacting the City.
- Provides direct and confidential administrative support to the City Council, City Administrator and other administrative staff; receives visitors; answers, screens and directs telephone calls; maintains calendars and schedules appointments; makes travel and meeting arrangements as directed.
- Assists the City Administrator with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; may serve on committees; conducts research and provides recommendations regarding special project activity; makes meeting and special event arrangements in accordance with established criteria.
- May organize, direct, coordinate and evaluate the activities of clerical personnel within the department.
- Serves as liaison to departments, agencies and the general public; responds to inquiries from the public and other City employees; provides explanation of City procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.
- Establishes, maintains, and revises complex office filing systems – including electronic data storage and retrieval; maintains records of expenditures and departmental records.
- Gathers information and composes routine correspondence in reply to various requests and inquiries.
- Performs complex technical research activities and special projects.
- Performs a wide variety of professional secretarial functions and specialized administrative functions including word processing, proofreading and editing a variety of materials; oversees the preparation, distribution, and noticing of various materials and documents.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate's degree in Business or related field is required; AND five years of experience performing increasingly complex and highly responsible office and administrative support work for senior level-personnel. Municipal/public sector government experience is highly desirable.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- City Code, City Ordinances and Operating Manuals.
- Principles and practices of office administration.
- Records management principles.
- Telephone etiquette protocol.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

### **Skill in:**

- Providing highly skilled secretarial support to executive – level personnel.
- Preparing correspondence, agendas and various types of documents.
- Organizing and maintaining departmental records and filing systems.
- Answering incoming calls and responding to public inquiries.
- Coordinating special projects in support of administrative operations.
- Operating a personal computer utilizing a variety of business software.
- Explaining City policies and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with elected officials, employees and the public.
- Establishing and maintaining cooperative working relationships with elected officials, managers, fellow employees, and the public.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid Class C California State Driver's License is required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.