EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under the general direction of the City Manager performs a wide variety of complex and confidential administrative and support functions for the City Manager and the City Council; including risk management, departmental fiscal management, and Council agenda preparation.

EXAMPLES OF ESSENTIAL DUTIES

- Researches, coordinates and manages special projects as directed by the City Manager; prioritizes workload to meet deadlines.
- Composes a wide variety of documents including reports, letters, memorandums, news releases, proclamations, resolutions and ordinances.
- Maintains files for the City Manager, and Council; including project files/records, contracts, agreements, incidents/accidents, claims and litigation files.
- Interprets City policies, rules and regulations in response to inquires from staff or the general public.
- Assists City Manager in the development and management of the departmental budget.
- Prepares and processes department purchase orders, check requests, credit card receipts and petty cash.
- Assists City Manager with liability and risk management responsibilities.
- Provides information, direction and assistance to staff, and to the general public regarding the City's liability insurance, risk transference, certificates of coverage, event endorsements and other related insurance matters.
- Works with City Manager to develop new processes and/or written procedures as required for the implementation of City Council goals and policies.
- Administers a wide variety of contracts and other formal agreements between the City and other agencies.
- Prepares City Council agendas and notices for regular meetings, special meetings and study sessions.
- Researches public records requests and assists the general public with locating information.
- Has overall responsibility for completion of the annual City newsletter.
- Works with City Safety Committee to establish policies and procedures to minimize the City's liability exposure.
- Develops and maintains computer database programs and spreadsheets.

- Assists the Personnel Director with recruitment, processing of new employees, database management and employee inquires as necessary.

- Coordinates meetings and other special events for City wide attendance

- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles and methods of office organization, including filing systems and records retention/destruction; standard office documents and formats, including business letters, reports, memoranda, tables for data presentation, news releases schedules and agendas, and related forms; the basic organizational structure and functions of City government; research and data collection techniques; budget development and control; standard office computer software, including word processing, spread sheets, data base programs, and desktop publishing programs; and proper English usage, including spelling, grammar, punctuation and composition; the principles and practices of effective customer service.

Skill in: The operation of standard office equipment, including computer systems and software, printers, copy and fax machines, postage machine, calculators, etc; database creation and management; communicating effectively and professionally, both orally and in writing; understanding, interpreting, applying and explaining to others, complex laws, regulations, codes, and City policies/procedures; organizing large projects, establishing and maintaining realistic work priorities, and meeting time sensitive deadlines; organizing the filing, standard paper flow, and record retention systems of the City Manager's Office; establishing and maintaining cooperative and effective working relationships with elected officials, employees, the general public, and representatives from a wide variety of other agencies; developing and producing brochures, newsletters, reports, and other documents using desktop publishing software; planning and organization of social events for large numbers of people.

OTHER REQUIREMENTS

- Must maintain absolute confidentiality in regard to information received in the course of work.
- Must possess a current valid California Driver's License.
- Must be willing to attend evening and/or weekend meetings if necessary.
- Must be willing to travel for trainings/meetings as required

EXPERIENCE AND TRAINING

Applicants must have experience and training that demonstrate possession of the required knowledge and skills outlined above. *An example would be:* Possession of a Bachelor's Degree in a related business field and 5 years experience in a progressively responsible administrative level secretarial position.

Rev: 08/02