

**EXECUTIVE ASSISTANT**  
**CONFIDENTIAL**

**Definition**

Under general supervision, performs a wide variety of responsible, confidential and complex administrative duties for the City Manager.

**Class Characteristics**

This class is directly responsible to the City Manager and deals with a wider scope of confidential policy-level information and data.

**Examples of Duties** *(Duties may include, but are not limited to the following):*

- Exercises discretion in arranging appointments and keeping itineraries for the City Manager.
- Arranges committee, staff and other meetings.
- Answers telephone or in-person inquiries for the City Manager; exercises discretion in determining the nature of such inquiries and where and how they may be most appropriately expedited.
- Prepares and processes a variety of letters, reports and other materials from rough notes, general instructions or personal knowledge and research, using a word processor and/or typewriter various documents from handwritten and typed drafts using a personal computer and word processing software.
- Maintains departmental records and files, including confidential materials.
- Independently composes and types certain reports and correspondence as required.
- Prepares routine administrative reports by researching, assembling, and summarizing information and data.
- Relieves the City Manager of routine administrative and clerical details as necessary.
- Priorities, distributes and processes incoming and outgoing mail for the City Manager.
- Orders and issues departmental supplies and maintains inventory controls.
- Prepares, processes and maintains all personnel records for city employees.
- Handles administrative details and coordination of special projects or studies.
- Compiles operational budget for the City Manager's office; assists in controlling expenditures throughout the year.
- Performs related duties as assigned.

**Qualifications**

**Knowledge of:**

- Office administrative practices and procedures, including records management and inter-departmental work coordination.
- Applicable regulations, policies and statutes.
- Business letter writing and the standard format for correspondence and reports.

- Business arithmetic.
- Correct English usage, including spelling, grammar and punctuation.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Standard office practices and procedures, including records management and the operation of standard office equipment.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

**Skill in:**

- Performing technical, detailed and responsible office support work.
- Interpreting, applying and explaining policies, procedures and regulations.
- Analyzing and resolving various office administrative problems.
- Understanding and carrying out oral and written directions.
- Working independently in the absence of the City Manager
- Organizing own work, setting priorities, critical deadlines and following up on assignments with a minimum of direction.
- Maintaining confidentiality of sensitive information.
- Making sound, independent decisions within established procedural guidelines.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information to prepare clear and accurate reports.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing or word processing at a rate of 55 net words per minute.

**Education and Experience:**

Equivalent to graduation from high school and five years of general office administrative or secretarial experience. College level course work or technical training in a related field and experience in dealing with the public are desirable.

**Other Requirements:**

- Possession of a valid California Driver's License with a driving record acceptable with the insurance carrier.
- Must pass a detailed background investigation.