



NOVEMBER 2024

FLSA: EXEMPT

EXECUTIVE ASSISTANT

DEFINITION

Under the direction of the City Manager, performs a wide variety of complex and highly responsible secretarial and administrative functions at the executive level, many of which may be confidential. Completes, coordinates and assists with special projects; provides secretarial and administrative support to the City Manager and **City Council**; organizes office activities and coordinates communication with other City departments, outside agencies and the general public; oversees and ensures that the office administrative functions of the City's Manager's office are effectively carried out; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager. May exercise functional and technical direction over clerical staff.

CLASS CHARACTERISTICS

This class is characterized by varied tasks performed with a relatively high level of independence following a broad framework of policies and procedures. This classification is distinguished from the class of Administrative Assistant and other City clerical, secretarial administrative classes in that the nature, diversity and scope of responsibilities originating from the City Manager and **City Council** require the frequent use of discretion, initiative and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, the Mayor, Council, Management, Commission members, representatives of the business and community groups, the public and all levels of City personnel associated with a diverse organization.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Organize and manage a department office assuring efficiency of the office operations and staff; coordinate communications; relieve the administrators of administrative detail.
- Take and transcribe dictation of letters, reports, bulletins and memoranda, including material of a confidential nature.
- Compose difficult correspondence independently on a variety of matters, from shorthand notes, rough drafts, transcription machine tapes or verbal instructions.
- Monitor division budget; prepare and maintain a current log of budget expenditures and account balances for the assigned division.
- Collect statistical data and back-up material and consolidate preparation of statistical, financial and administrative reports, including the division budget.
- Interview callers, both in person and on the telephone; screen and refer to other individuals as appropriate.

- Provide information to administrators, other City departments, outside agencies and the public as necessary; interpret and explain City laws and guidelines, division policies, programs, rules, requirements and procedures.
- Maintain an understanding of the programs and functions of the division and their relation to the City operation as a whole.
- Attend assigned commission meetings; take and transcribe minutes as needed; perform a variety of secretarial and clerical duties for the commission as needed.
- Prepare and distribute meeting notices and agendas; attend meetings and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes of meetings and conferences.
- Originate and independently prepare material for the approval of the administrators.
- Open, sort and route mail; maintain a variety of confidential information, complex files and records.
- Maintain calendar for the administrators; schedule appointments, make travel and hotel arrangements as required.
- Order, receive, inventory, store and distribute office supplies and forms.
- Operate a variety of office machines and equipment, including computer terminal and electronic typewriter.
- Prepare and revise a variety of documents, reports, catalogs and other material including payroll as required.
- Plan and design publications, advertisements and artwork for various projects and events in the City.
- Produce PowerPoint presentations as needed for City Council, City Manager and other departments.
- Organize press conferences, plan and organize City special projects and events as needed.
- Act as Secretary to the Joint Powers Authority, Coachella/Indio Waste Transfer Station; attend and record meetings, prepare agenda and transcribe minutes.
- Train and provide work direction to clerical workers as assigned.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and methods of office management and administration, including the use of standard office equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures related to the department to which assigned.
- Record keeping principles and procedures.
- Principles and practices of data collection and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.

- Perform responsible administrative support work with accuracy, speed, and general supervision, and the use of tact and discretion.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Compose correspondence and reports independently or from brief instructions.
- Understand and carry out complex oral and written directions.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Take minutes of meetings and conferences; operate dictation equipment and transcribe accurately.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate arithmetic, financial, and statistical computations.
- Train and provide work direction to clerical workers as assigned.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade supplemented by specialized secretarial training and five (5) years of increasingly responsible secretarial experience, including at least one year of administrative or lead supervisory responsibilities. Experience in public relations, public communications or related government experience.

Licenses and Certifications:

Possession of a valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.