

Executive Assistant to Elected Officials



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position is an advanced, confidential and highly responsible administrative assistant position where work is performed for the City Commissioners and Mayor, as the elected officials of the City of Cooper City.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex, specialized, and confidential administrative support work on-behalf for of the Elected Officials.
- Accountable for acting Acts as a confidential liaison for the Elected Officials with City Management, Neighboring City Officials, Local, State, and Federal Agencies, Committees and Advocacy Groups, School Officials and coordinators, cityCity staff, cityCity advisory boards, residents, vendors, and the local business community, in compliance with applicable laws.
- Coordinates complex travel arrangements and scheduling (this may require coordination with affiliated groups, agencies, and committees), budget management, including receipt retrieval, Per Diem Requests, and Budget Requests for Reimbursement when travel is reserved by means other than the City's preferred method of procurement.
- Secures attendance and participation in conferences, trainings, and state and federal advocacy events on behalf of the Elected Officials.
- Performs a variety of specialized, complex, and highly visible executive administrative functions, including the generation of material for Elected Officials' public speaking engagements, including, but not limited to speech writing, letter writing, and article preparation.
- Researches and prepares materials for official correspondence of the Elected Officials.
- Researches and develops material for publication for the Elected Officials.
- Attends meetings, conferences, and briefings for the purpose of providing to provide representation for or by the Elected Officials. Reports to the Elected Officials, and provides a-briefings and information on perspective gained concerning such meetings, conferences, and briefings or the material or information disseminated on their behalf.
- Classifies sensitive, complex information and provides analytical perspective to Elected Officials when requested.

- Updates Advisory Boards regarding statutory requirements and ensures that all members are aware of Sunshine requirements, ~~city~~City ordinances, and procedural policies in coordination with ~~the~~ City Clerk and ~~the~~ City Attorney.
- Provides administrative support to advisory boards, including budget procurement, management, and maintenance; coordinates meeting times, dates, venues, and public postings.
- Creates and prepares awards, certificates, letters of commendation, and goodwill memorabilia for public presentation and issuance to residents, organizations, ~~city~~City employees, public officials, and other community leaders as requested by Elected Officials.
- Reads and screens incoming correspondence, making preliminary assessment of the sensitivity, priority, importance, propriety, and resolution. Makes resolution referrals to appropriate executive staff or provides resolution by means of procedural protocol and practiced knowledge of city functions.
- Coordinates with the City Clerk regarding Public Official requirements such as annual ethics training hours, office account reporting (when applicable), lobbyist meeting requests, public appearances involving more than one member of the Commission, Form 1 collection, Broward County Code of Ethics Disclosure Form completion and other ~~C~~city, ~~C~~county, and ~~s~~State required submissions or transmittals.
- Researches and compiles data and materials for use in Elected Official meetings.
- Attends community meetings and events with the Elected Officials and contributes to meeting dialogue, as requested. Attends events and meetings on behalf of ~~E~~elected ~~O~~officials, if requested, when Elected Official ~~are~~ unable to attend.
- Receives incoming calls and applies applicable discretion regarding the response, which may involve the ~~transmittal of transmitting~~ information to executive-level ~~city~~City staff, ~~coordination-coordinating~~ with various ~~city~~City departments, or directing resolution. Arranges for ~~the~~ City Manager's assistant to receive calls when out of the office and covers calls for ~~the~~ City Manager's assistant when requested.
- Keeps the Elected Officials apprised of ~~the~~ use of ~~city~~City leave time and absences from office, in accordance with Elected Official requirements and responses.
- Performs all departmental procurement activities for the management of the commission office as well as on behalf of the Elected Officials.
- Maintains positive working relationships with members of ~~city~~City staff, management, residents, the business community, vendors, representatives, and staff.
- Coordinates and hosts events for and by the Elected Officials.
- Attends ~~city~~City functions as a representative of the Elected Officials.
- Receives Advisory Board direction from the City Clerk based on Commission Meeting action and coordinates with Advisory Boards regarding the execution of that direction.
- Makes inquiries for information from City staff on behalf of the Elected Officials.
- Completes special projects as requested by the Elected Officials.
- Performs scheduling and communicating on behalf of the Elected Officials.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Four to five (4-5) years of experience in a related field; or an equivalent combination of education, training, and experience. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire~~Must have a valid State of Florida driver's license.~~

Knowledge, Skills, and Abilities:

- Knowledge of local government practices and procedures deadlines.
- Skilled in verbal and written communication.
- Skilled in organization and the ability to multitask.
- Skilled in interpersonal and customer service.
- Skilled in the use of standard office equipment and Microsoft Office Suite.
- Skilled in problem-solving and decision-making.
- Ability to function as gatekeeper and escalate relevant information to Elected Officials as needed.
- Ability to work effectively with minimal supervision.
- Ability to treat confidential information with appropriate discretion.
- Ability to pay attention to details.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight (5- 10 pounds). Tasks may involve extended periods ~~of time~~ at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.