



DRIPPING SPRINGS
Texas

EXECUTIVE ASSISTANT FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

Under the general direction of the City Attorney, provides general administrative, clerical, and legal assistance to the City Attorney related to the development and coordination of daily operations and various city-wide activities. Provides paralegal support to the City Attorney. Provides some administrative assistance to the Mayor, City Administrator, and Deputy City Administrators.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages telephone communications including answering the phone, transferring and screening calls, and taking messages.
2. Copies, scans, and emails documents.
3. Files and retrieves documents, records, and reports.
4. Interacts with the public through distribution of documents pursuant to the Public Information Act at the direction of the City Secretary.
5. Schedules appointments for City officials and staff. Schedules appointments and maintains contacts for the Mayor.
6. Assists in preparation of City Council, Commissions, and Boards meeting packet materials.
7. Assists in the organization, coordination, and administrative duties related to City sponsored special events.
8. Assists the City Administrator and Deputy City Administrator with the organization and maintenance of files.
9. Prepares memos, letters, presentations, and other documents using computer,

spreadsheets, databases, or presentation software.

10. Plans travel itineraries and makes travel arrangements for city officials.
11. Serves as support staff for the Office of the Mayor and City Council, at the direction of the City Administrator, and performs related tasks including but not limited to secretarial support for general office duties.
12. Serves as support staff for the City Attorney including paralegal support for creation of legal documents and legal research.
13. Performs investigative and analytical work in researching administrative systems, policies, and procedures.
14. Assists with planning, coordinating, and monitoring special programs or projects initiated by city officials, commissions, and committees.
15. Travels to various destinations in and out of the City.
16. Attends various during and after-hours Commission, Board, and Committee Meetings and records minutes.
17. Assists City Administrator and City Attorney with property, liability, and workers compensation insurance plan administration and maintains inventory spreadsheet of City-owned properties and assets.
18. Assists the City Administrator and Deputy City Administrators with salary surveys.
19. Maintains effective working relationships with employees, City officials, and the general public.
20. Maintains Confidentiality.
21. Performs other tasks as assigned by the City Administrator, Deputy City Administrators, and City Attorney.

C. EDUCATION AND EXPERIENCE

Graduation from an accredited junior college, college or university with a degree; or Four (4) years of progressively responsible municipal work, secretarial work, paralegal, or executive administrative work; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis. Must be able to listen and communicate (written and verbal) clearly, and possess exceptional grammar, spelling, and proofreading skills. Proficiency in Microsoft Office including Word, PowerPoint, and Excel required. Paralegal education and experience preferred.

D. TOOLS AND EQUIPMENT USED

Personal computer including word processing and spreadsheet software, 10-key calculator, phone, copy machine, fax machine and any other new equipment needed for this position.

E. SPECIAL REQUIREMENTS

1. A valid state driver's license.
2. While performing the duties of this job, the employee is required to sit for extended periods of time and communicate orally with others. The employee is occasionally required to walk.
3. The employee must be able to lift up to 20 pounds of office supplies, files, and equipment.

F. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one hour for lunch, Monday through Friday, except holidays. This position is non-exempt and eligible for overtime pursuant to the needs of the City and at the direction of the City Attorney. Any overtime hours performed must be preapproved by the City Attorney.

G. SALARY

Salary is commensurate with the position. Pay days are as otherwise determined by the "City of Dripping Springs Personnel Manual."

H. BENEFITS

Benefits shall be in accordance with those outlined in the "City of Dripping Springs Personnel Manual," as may be modified by the employee's offer letter and subsequent revisions to the Manual.

I. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.