

CITY OF FOREST PARK, GA

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation 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.

EXECUTIVE ASSISTANT

Department: CHIEF EXECUTIVE OFFICE

Pay Grade: 109

FLSA Status: Exempt

JOB SUMMARY

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the City's mission and adversely impact attainment of the City's goals. Incumbent operates fairly independently but results are monitored by the Mayor and City Manager. Content of work priorities are largely self-determined.

ESSENTIAL JOB FUNCTIONS

- Assess incoming communications to the City Manager & Mayor and uses independent judgment to determine the communications requiring priority attention. Facilitate appropriate and timely responses and ensure satisfactory closure is achieved.
- Manage high-priority projects in the Office of the City Manager and Mayor, frequently involving Department Directors and other senior staff.
- Manage office details by relieving executive management of routine requests and matters.
- Prioritize, channel, and facilitate communication from department heads, and department coordinators through the City Manager's office. Ensure appropriate and timely responses are provided by following up as needed.
- Review and research statistical and administrative information as needed for the City Manager and/or Mayor.
- Manage purchasing activities for the City Manager. Prepare and process requisitions and gather quotes for submittal to the City's Finance Department
- Research and analyze administrative projects; Review finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Anticipate, identify, and troubleshoot issues of concern or significance; exercises discretion to provide timely information and necessary updates across multiple stakeholders.
- Coordinate travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff as requested.

- Assist in supporting a variety of operations-based projects; perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager's Office.
- Assist with efforts for all City's special events including concerts, outdoor movies, festivals, business breakfasts, and any other events as directed. This will require some weekend and after-hour work.
- Help to lead and sustain a culture of service, professionalism, and continuous improvement in the Executive Office.
- Use current computer software programs to prepare drafts of documents and finished documents, reviewing finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Receive and distribute incoming and outgoing mail; Review and evaluate mail to identify those items requiring priority attention.
- May Prepare, type, proofread, and/or complete various forms, reports, correspondence, newsletters, lists, logs, notices, schedules, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, accident/incident reports, inventory records, charts, graphs, spreadsheets, or other documents.
- Coordinate complex meetings, assist in the design and preparation of presentations and other meeting materials.
- Independently respond to letters and general correspondence of a high level to routine nature
- Maintain appointment schedules and calendars for the City Manager; arrange meetings and conferences.
- Assemble background materials, prepare agendas, and records actions of meetings as directed by City Manager.
- Provide follow-up to assignments given to management staff by the City Manager; provides status reports to the City Manager
- Establishes and nurtures highly effective relationships with employees, customers and stakeholders that support and advance business goals and objectives.
- Leads the development of strategies and operational plans for all external affairs including business and community relationships, government and legislative affairs.
- Prioritize task effectively in order to maximize task completion. Reports to City Manager if tasks are incomplete/insurmountable.
- Maintains confidentiality of departmental documentation and issues.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's Degree or equivalent experience required. Must have at least 10 years of increasingly responsible secretarial and/or administrative support work for management personnel. Experience working for a Chief Executive Officer or top manager in an organization preferred.

Knowledge, Skills, and Abilities:

- Knowledge of municipal departments, their functions, and contact information; ability to learn policies, codes, regulations, and procedures.
- Exemplary customer satisfaction skills, including dealing effectively with the public, elected officials and City staff, both in person and over the telephone.
- Skill in operating modern office equipment; Microsoft Office to include Excel.
- Ability to perform accurate typing (60wpm) and/or data-entry work.
- Proper spelling, grammar, and punctuation usage. Basic mathematical computations, accounting and record keeping.
- Ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read and interpret a variety of documents. Ability to write short correspondence.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.