

City of Lake City, FL

Classification Description

Classification Title: EXECUTIVE ASSISTANT
Department: CITY MANAGER

Pay Grade: ~~10-13~~
FLSA Status: Non-Exempt

General Description

This is a highly professional position, assisting the City Manager of the department with the daily activities of the City department. This position is directly responsible to the City Manager.

Nature of Work

Essential Functions:

- Assists the City Manager with day-to-day operations of the department, including but not limited to, administration, grants, payroll, policies, procedures, and programs.
- Communicates clearly, concisely and in a diplomatic manner, both verbal and written presenting a positive image of the city.
- Maintains the office appointment calendar for department. Assists with department scheduling.
- Prepares articles for publication.
- Prepares business correspondence, memos, documents, forms and reports.
- ~~Prepares agenda correspondence for City Council agenda packets. Prepares City Council agenda packets.~~ Prepares agenda correspondence for City Council agenda packets and assists with preparation of City Council agenda packets.
- Processes payroll for Administrative Office.
- Makes all travel arrangements, registrations and reservations for City manager
- Answers questions and provides information to the public

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related

EXECUTIVE ASSISTANT

to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of business English and spelling, with the ability to read and comprehend instructions, correspondence, and memos;
- Ability to generate professional business correspondence, including effectively present information or respond to inquiries from customers and other agencies;
- Ability to meet deadlines and prioritize work on a daily basis without a great deal of supervision;
- Ability to learn assigned tasks readily within a reasonable training period;
- Ability to work under pressure and/or frequent interruptions;
- Ability to work well with the public and cooperatively with other departments;
- Effectively problem-solve and deal with conflict in stressful situations;
- Effectively present information and respond to questions from the public, customers, and other city staff members;
- Knowledge of government principles and practices;
- Knowledge of internal control procedures;
- Knowledge of office automation and computers;
- Knowledge of software applications for word processing and spreadsheets

Minimum Qualifications: Two/year Associate Degree from accredited institution or a minimum of five (5) years professional related experience. Supervisory experience required.

ESSENTIAL PHYSICAL SKILLS

- Sitting, standing, walking, stooping, bending, and handling objects
- Ability to communicate both orally and in writing
- Ability to see and hear
- May occasionally need to lift/carry and/or move up to 25 pounds

Environmental Conditions:

- Work is performed in an office setting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date