



Job Description

Job Title	Executive Assistant	Department	Administration
Reports to	City Manager	Salary Level	VII
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

This position is responsible for providing administrative support to the City Manager, City Clerk and City Planner with primary responsibility to the City Manager. Also assists the City Manager in recruitment, hiring activities and maintains personnel records for the City.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Maintain recruitment files, prepare ads, job postings, and employee application packets. Reports monthly to City Manager on all employment related activities.
2. Work with each department to recruit, schedule and prepare interview questions.
3. Receive and screen, telephone calls and visitors; answer inquiries; maintain the City Manager's calendar; schedule appointments and make travel arrangements, etc.
4. Maintain the schedule and use of the City Council Chambers, City Hall 3rd floor conference room, and Bingo Hall. Organize meetings and receptions as requested by the City Manager.
5. Take minutes at various staff committee meetings as requested by the City Manager.
6. Process purchase orders, check requests, travel authorization forms, timesheets, etc. for the Administration.
7. Perform short term projects like cataloguing and scanning documents as identified as requested by the City Manager.
8. Assist in the correspondence requests from the City Manager, City Clerk and Planning Department.
9. Organize and maintain Administrative, Personnel and legal files and materials.
10. Assist with gathering information from, and disseminating information to cities, legislators, state officials, and other agencies.
11. Assist the City Clerk with Records Management System. Act as Records Coordinator for Admin dept.
12. Perform research, draft and finalize correspondence and proclamations, proofread, etc. Disseminate public announcements via local mediums as directed by City Manager. Identify opportunities that promote image of the City.
13. Act as liaison between City Clerk, Planning, and Administration as directed by City Manager.



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IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of effective office management.
2. Some knowledge of hiring practices to meet state and federal regulations.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Excellent interpersonal skills.
2. Proficient in computer application such as Word, Outlook, Excel, Adobe Acrobat and Internet
3. Correspondence for City Administration.
4. Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files.
5. Team building skills.
6. Analytical and problem solving skills.
7. Decision making skills.
8. Effective verbal and listening communications skills.
9. Attention to detail and high level of accuracy.
10. Very effective organizational skills.
11. Effective written communications skills.
12. Computer skills including the ability to operate spreadsheet and word processing programs.
13. Stress management skills.
14. Time management skills.
15. Interact with the public and co-workers in a congenial, professional, and courteous manner, and show respect to citizens and staff.
16. Work with co-workers, outside agencies, and vendors in a professional manner.
17. Maintain the confidentiality of information acquired during service as a City employee.

V. Work Environment and Physical Effort

Office Environment. This position is located in a busy, open area office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The employee must also deal with a wide variety of people on various issues.



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VI. Education and/or Experience

1. High school diploma or General Equivalency Degree (GED). Associates degree in business or public administration preferred.
2. Four years of office management experience.
3. A certified professional secretary rating or an Associate's Degree in Office Sciences may be substituted for two years of experience.
4. Demonstrate reliability and understanding of confidentiality

VII. Certification and Training

1. National Incident Management Systems (NIMS) compliance training and certification to be obtained within 30 days of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full time employment, non-exempt position.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____