

EXECUTIVE ASSISTANT I

Definition

Under general supervision, to perform a variety of highly responsible office clerical work in which assignments and procedures are in general terms and require use of independent judgement; to train subordinate clerical personnel; to serve in administrative assistant capacity to department head(s), executive manager(s) or elected city official(s); to do related work as required. This position may be classified as a confidential position.

Examples Of Duties

Transcribe correspondence, memos and reports from dictaphone recordings or prepare from rough draft; may transcribe memos and dependent on department requirements; independently compose forms and documents; compile and maintain complex and extensive records and files; maintain departmental personnel files; assist in the development of office procedures; train and evaluate subordinate clerical personnel; perform complex responsible and confidential duties; make travel arrangements; provide information upon inquiry from the public, City department staff, or Councilmembers or refer to appropriate source; may be required to represent department on in-house committees; may be required to prepare workers' compensation paperwork; review and check records, forms and other documents for accuracy, completeness, and conformance to rules and regulations; post wide assortment of information to records; collect information from a variety of sources and compile data for special and periodic reports or presentations; make appointments; arrange committee meetings, attend meetings and prepare minutes; interview visitors; explain departmental policies and procedures to employees and the public; prepare departmental payroll records; review invoices and processes purchase orders; assemble material for department budget operate a variety of office machines; receive money and account for cash; other duties as required. Independently respond to letters, and general correspondence of a routine nature. Answer multiple-line high call volume telephone system and respond or route as appropriate; screen and process incoming mail and route or respond independently as appropriate. Executive Assistant I in City Manager's Office will also manage and maintain City's Suggestion Hotline and Goldenrod programs; insure flow of internal/external informational items to City Executives and City Council. Other duties as assigned.

Employment Standards

Education and Experience

Any combination equivalent to high school graduation and three years of increasingly responsible secretarial/administrative assistant experience; and two years of business college or equivalent experience or completion of specialized secretarial courses. Knowledge and proficiency of computerized word processing and spreadsheets. Other computer applications desirable, but not required. One year of supervisory experience desirable. Customer service experience also desirable.

Knowledge and Abilities

Knowledge of: Modern office methods and equipment; use of computer hardware and software; filing systems; and general financial record keeping.

Ability to: Ability to learn specialized clerical procedures including departmental bookkeeping procedures; perform a variety of complex clerical work involving independent judgement and with minimal supervision; ability to compile and maintain complex and extensive files and financial records; ability to accurately transcribe from notes and/or dictation; ability to work effectively and courteously with the public, other City departments and outside agencies; ability to work confidentially on highly sensitive issues and/or correspondence; ability to work effectively under pressure; ability to analyze situations carefully and adopt effective course of action; ability to independently compose letters, proclamations, awards and other documents; ability to follow verbal and written instructions; ability to work with multiple supervisors and effectively organize and prioritize tasks; ability to understand municipal government, Boards, Commissions and Council protocol; ability to interpret and apply policies, ordinances, and procedures; ability to communicate clearly, orally and in writing; ability to make computations quickly and accurately; ability to manage and supervise temporary clerical help and assume the duties of the Senior Executive Assistant during their absence; ability to type from clear copy with a speed of 50 net words per minute.