

## **EXECUTIVE ASSISTANT**

### **DEFINITION**

Under general supervision, to coordinate and perform a wide variety of professional level administrative support work for a major City work unit, board, committee, or commission; to perform office management responsibilities; to provide support for management and/or administrative staff; to perform difficult and specialized office support, information gathering, information preparation, and public relations assignments; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional working level position. Incumbents have responsibility for providing primary and highly responsible administrative support for various departments.

### **REPORTS TO**

The management position which is responsible for the service area to which the position is assigned.

### **CLASSIFICATIONS SUPERVISED**

Administrative Assistant II, Administrative Assistant I, Office Assistant, and other assigned support staff.

### **ESSENTIAL FUNCTIONS**

Has primary responsibility for highly professional administrative support functions including for board, committee, or commission; performs a variety of administrative support work for an assigned City management position(s); gathers information and performs special projects; performs fiscal support assignments and maintains fiscal records; performs public information and relations assignments including receiving office visitors and telephone callers and providing comprehensive information about department policies, functions, and procedures; handles sensitive materials, documentation, and issues; receives and handles public complaints; attends grant writing and administration meetings; develops, maintains, and administers state and federal grants; prepares monthly reconciliation and preparation of grant fund monitoring reports per guidelines; coordinates capital improvement projects and administers contracts; develops and processes activity reports; develops information systems and prepares distributions of forms and public notices related to department functions; may provide explanations of City codes and ordinances; processes department/unit time sheets and personnel action forms and maintains department personnel files; may

receive payroll documents; assists with preparation of bid documents; may dispatch workers in response to alarms; maintains permit and insurance data; assists with preparation of budget and monitors expenditures; prepares and distributes bills related to department functions; maintains and updates accounts receivable data; orders and distributes department supplies; develops and prepares special reports; creates forms; may receive and distribute department and/or work unit mail; types or uses a word processing program to prepare a variety of documents; may coordinate agenda preparation and prepare minutes of board, committee, and commission meetings; takes notes from dictation and accurately transcribes them; transcribes from tape recordings; inputs data into computer records and generates reports; operates a variety of office equipment; maintains calendars, prioritizing and arranging schedules, booking conferences rooms, and preparing meeting presentation materials; and may maintain grant files and grant fiscal records. May be required to attend night and weekend meetings.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, radio, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; frequent contact with other staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- City and department policies, rules, and regulations.
- Procedures and functions of the service area to which assigned.
- Establishment and maintenance of files and information retrieval systems.
- Modern office methods and procedures.
- Fiscal record keeping methods and procedures.
- Grant writing and administration.
- Proper English usage, spelling, grammar, and punctuation.
- Personal computers and software applications related to administrative support work.

#### **Ability to:**

- Spell correctly and use proper English.
- Understand and carry out oral and written directions.
- Type at a speed of not less than 60 words a minute.
- Maintain primary responsibility for the secretarial and administrative support work

- for the City service area, board, committee, or commission to which assigned.
- Perform a wide variety of specialized office and administrative support work for an assigned department and management/supervisory staff.
  - Interpret, explain, and apply City and department policies, rules, and regulations.
  - Work with independence and initiative while exercising good judgment in recognizing scope of authority.
  - Gather, organize, analyze, and present a variety of data and information.
  - Prepare clear, concise, and accurate records and reports.
  - Prepare public relations and informational material.
  - Use a personal computer and appropriate software for word processing and administrative support work.
  - Remain impartial and make appropriate judgments on sensitive issues.
  - Deal tactfully and courteously with the public, representatives of other agencies, and other City staff when explaining the functions and policies of the service area, board, committee, commission, or department where assigned.
  - Establish and maintain cooperative working relationships.

**Training and Experience:**

- Four (4) years of increasingly responsible work experience performing a variety of highly responsible office and administrative support work including substantial experience in a position requiring frequent public/customer contact.
- Experience in a public agency is highly desirable.

**SPECIAL REQUIREMENTS**

- May have additional department requirements.

**Education:**

- Equivalent to graduation from high school.

**License:**

- Possession of a valid California driver's license.

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