

EXECUTIVE ASSISTANT

DEFINITION

To perform a variety of highly responsible, confidential and complex administrative duties for the City Manager and Assistant City Managers; to serve as liaison between the City Manager's Office and City staff, City Council, and outside agencies; to assist with a variety of special projects; and to provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and/or Assistant City Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a wide variety of highly responsible, complex and sensitive duties in support of the City Manager's Office.

Receive and respond to calls and visitors with tact and diplomacy; research and respond to requests for sensitive information and assistance; resolve citizen concerns and complaints; advise City Manager and Assistant City Managers on sensitive matters with potential impact to City operations and relationships.

Maintain liaison between City Manager, Assistant City Managers, City staff, City Council, officials and staff of other agencies, and the public; to obtain and relay information and coordinate activities.

Interpret City policies, procedures, laws and regulations in response to inquiries and complaints; refer inquiries as appropriate.

Review, screen, and disseminate all electronic and written communication received by the City Manager.

Participate and assist in the administration of the City Manager's Office; prepare comprehensive reports, compile information to be used in special projects and reports.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements, maintain appointment schedules and calendars and arrange meetings, conferences and civic functions for the City Manager, executive staff, and City Council.

Initiate and maintain a variety of files and records of information related to the City Manager's Office; maintain manuals and updates resource materials.

Executive Assistant

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Assist with the development and administration of City Manager and City Council budgets; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Administer Council discretionary funds; provide City Council with requests and produce Council communication; process request consistent with Council direction.

Maintain a variety of databases for tracking operational, financial and statistical information; generate reports.

Participate in special projects as assigned; collect and compile a variety of administrative and/or technical information; prepare report of findings.

Maintain awareness of current issues in assigned areas of responsibility.

Research data and compile information to be used in special projects and comprehensive reports.

Sort and distribute time sensitive or confidential mail for follow-up as necessary; independently respond to letters, electronic communication and general correspondence on behalf of the City Manager.

Represent the department at staff and administrative meetings, committees, and related meetings.

Assist in coordinating administrative and clerical activities among multiple City departments and between City Council.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Business English; letter writing formats and technical report preparation.

Principles and procedures of fiscal and statistical record keeping and budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Principles of budget monitoring.

Functions and organization of municipal government.

Complex filing systems management and document administration.

Pertinent local, State and Federal laws, ordinances and rules.

Principles of effective customer service.

Modern office equipment and procedures including use of word processing, database, and spreadsheet applications.

Ability to:

Perform responsible and difficult administrative support work involving the use of independent judgment and personal initiative; anticipate needs of City Manager and executive staff; research and gather necessary information for meetings.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Interpret and apply administrative and departmental policies, procedures, laws and regulations.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Analyze office operations and technical problems, evaluate alternatives and recommend solutions.

Maintain confidential data and information for executive staff.

Independently prepare a wide variety of correspondence, documents, spreadsheets and other materials.

Compile and maintain complex and extensive records to include statistical records; complete staff reports for oral and written communications.

Review documents for completeness and follow appropriate steps for the retention of records, files and documents.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Five years of progressively responsible administrative support experience, preferably within a public agency.

AND

Training:

Equivalent to an Associate's degree with college course work in public administration, business administration, communications or a related field. (Note: An additional (2) years of experience performing the duties of an Office Assistant in the City of Roseville or the equivalent may substitute for the above educational requirement)

License or Certificate

Possession of a valid California driver's license.

12-19-17	
10-16-16	Executive Assistant
08-25-12	Executive Assistant to the City Manager
02-07-04	Assistant to the City Manager
12-24-98	
03-21-89	Administrative Aide
10-01-88	
07-01-79	City Manager's Secretary
02-24-75	
10-30-73	

Executive Assistant

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03-09-70

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Secretary to the City Manager