

EXECUTIVE ASSISTANT



DEPARTMENT: VARIOUS
GRADE 36

CHARACTERISTICS OF THE CLASS:

Under the direction of Administration performs diverse administrative duties. Extensive local government experience and excellent computer skills are crucial to this position. Duties include a variety of specialized secretarial responsibilities and heavy public contact work.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Composes, edits, and prepares correspondence, invoices, statements, reports, and other departmental documents; requisitions supplies and equipment.
2. Operates a computer, photocopier, printer, dictaphone, facsimile machine, or typewriter.
3. Designs and maintains specialized filing systems; maintains appointment calendar; coordinates special projects or committees as directed by superior; coordinates and maintains record of travel expenses.
4. Responds to telephone or in-person inquiries; greets the general public, contractors, and city officials; answers various inquiries personally; handles citizen complaints; provides information on departmental services and functions.
5. Conveys City policies, procedures, and municipal ordinances; develops and revises office procedures.
6. Acts as a liaison between the departments' superior and the general public.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

A Bachelor's Degree in Business Administration, Public Administration, or a related field. Two (2) years of responsible administrative experience, preferably with a City, can be substituted for the aforementioned education requirement.

Experience must include use of computers and standard software applications such as, Microsoft Word, Excel, Access and Outlook, Windows 2000 and other software

Note: Requires excellent computer skills

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems, spreadsheets, database management and software.

Knowledge of departmental and municipal rules, regulations, policies, and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, contractors, city officials and the general public.

Ability to make decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to work with a high degree of confidentiality.

Ability to communicate information tactfully and impartially.

Skill in the operation of modern office equipment.

C. Physical Requirements: 1

D. Environmental Requirements: 1

E. Sensory Requirements: 8,9