

PERSONNEL COMMITTEE

12-0421R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF EXECUTIVE ASSISTANT.

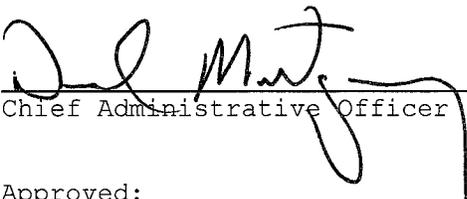
CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of executive assistant, which were approved by the civil service board on August 7, 2012, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved. This classification shall remain subject to the city's collective bargaining agreement with its confidential unit employees and compensated at Pay Range 9.

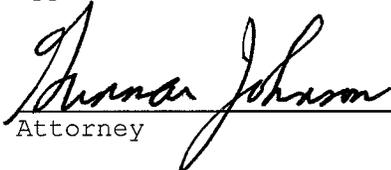
Approved:

  
\_\_\_\_\_  
Department Director

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR MS:ao 8/8/2012

STATEMENT OF PURPOSE: This job description has been revised to allow other management personnel to utilize this classification as executive support other than the chief administrative officer. One job duty was added to clarify that this role supports administration and participates in contract negotiation strategy planning meeting. There is no change in the rate of pay, which is Range 9, \$3,593 to \$4,291 per month.

## EXECUTIVE ASSISTANT

### Summary/Purpose

Provide support to the Chief Administrative Officer (CAO) or other management personnel by effectively managing his/her schedule and performing a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. Duties performed require considerable confidentiality, initiative, tact, and mature and independent judgment. This classification requires leadership qualities such as adaptability, flexibility, dependability and accountability. Much of the work is self-appointed, and requires a high degree of professional independence, initiative and self-discipline.

### ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

1. Provide ~~CAO with~~ administrative, organizational and scheduling structure and support.
2. Prepare a variety of complex reports, including attending meetings to gather information, conducting internet and other research, writing first drafts, and producing computer graphics.
3. Prepare a variety of documents, requisitions, purchase orders, resolutions and other correspondence.
4. Prepare complex statistical, financial, administrative and budget reports.
5. Review and summarize miscellaneous reports and documents, and prepare background documents are necessary.
6. Initiate and respond to written and verbal correspondence, including composition, editing and distribution.
7. Design and implement office policies and develop recommendations for improving departmental operations and procedures.
8. Create and maintain a system for organizing and storing both electronic and hard-copy information and records, and implement record retention policies and procedures.
9. Follow up on sensitive customer complaints and inquiries.
10. Operate, maintain and train other staff on the use of a variety of modern office equipment and programs, including computers, communication/recording equipment, storage systems and media.
11. Act as liaison between CAO-supervisor and department managers or the public and represent and communicate ~~CAO and~~ issues and directives.
12. Maintain appointment schedules and calendars, provide reminders as appropriate, and coordinate travel arrangements.
13. Coordinate and organize meetings, including notification to prospective attendees, set-up, pre- and post-meeting correspondence, meeting minutes and records, and any required follow up.
14. Receive and screen communications to the CAO-supervisor including telephone calls, mail and e-mail messages, and provide assistance using independent judgment to determine those requiring priority attention; research and respond to communications as appropriate.
15. Provide information to other city departments, community organizations, committees and the public involving specialized and technical subject matter.
16. Represent the City to the public, businesses and other agencies at the request of the CAO-supervisor.
17. Follow up on assignments given to management staff and provide status reports to CAO-supervisor.

18. Participate in preparation for union contract negotiations by Assisting with research and analysis of the effects of proposed language, participating in management contract negotiation strategy planning meetings, Preparing draft proposals for management, Provideing clerical support during contract negotiation sessions, and following -up on items discussed as appropriate.
19. Supervise assigned staff, including prioritizeing, assigning and directing work and projects; coordinateing work schedules and approveing or rejecting leave requests; establishing work standards, provideing coaching and feedback and conducting employee performance evaluations; provideing for ongoing training of employees in emerging methods, trends, and technologies and proper and safe work methods and procedures; delegateing authority and responsibilities to others as needed; and disseminateing instructions and information to employees through oral and written communications.
20. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.
21. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.
22. Effectively recommend adjustments or other actions in employee grievances.
23. Perform special projects and other duties as assigned.

### **Job Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education & Experience Requirements
  - A. Administrative Office Specialist, Paralegal, Administrative Legal Assistant degree or equivalent plus five (5) years of progressively responsible secretarial and administrative work experience, including at least two (2) years providing support to senior and/or executive level management.
2. Knowledge Requirements
  - A. Knowledge of modern methods of office administration.
  - B. Knowledge of business correspondence formatting.
  - C. Knowledge of proper telephone etiquette.
  - D. Knowledge of proper English usage, spelling, grammar and punctuation.
  - E. Knowledge of local government structure and functioning.
  - F. Knowledge of codes, regulations, and procedures relating to the operation of City government.
3. Skill Requirements
  - A. Highly proficient computer skills including Word, Excel, PowerPoint and e-mail applications.
  - B. Exemplary customer service skills including the ability to identify needs, provide prompt response, and exercise patience, respect and professionalism in all interactions.
  - C. Skill in independently prioritizing, planning, coordinating, organizing, leading and monitoring multiple organizational projects of a complex nature simultaneously and quickly adapting to changes in time frames.
  - D. Skill in communicating effectively, both orally and in writing.
  - E. Skill in researching and analyzing issues and offering creative solutions.
  - F. Highly effective organizational and time management skills.

4. Abilities Requirements

- A. Ability to use initiative and independent judgment within established policies and procedural guidelines.
- B. Ability to exercise tact and discretion in preparing, handling and disclosing information of a confidential, controversial and/or sensitive nature.
- C. Ability to establish and maintain effective working relationships with all levels of the organization and the public.
- D. Ability to anticipate supervisor's needs and be prepared with answers/details.
- E. Ability to manage projects and work through all of the details, keeping supervisor informed.
- F. Ability to analyze and resolve office administration and procedural problems.
- G. Ability to read, understand and apply complex legal documents, contracts, etc.
- H. Ability to interpret and implement policies and procedures.
- I. Ability to read, interpret and present information efficiently and effectively.
- J. Ability to perform research and prepare reports and recommendations based on findings.
- K. Ability to efficiently respond in a calm and effective manner to a variety of demands and projects.

5. Physical Abilities Requirements

- A. Ability to sit for extended periods.
- B. Fine dexterity to operate computer, calculator and other office equipment.
- C. Visual acuity to inspect documents for accuracy.
- D. Ability to hear and speak to exchange information.
- E. Ability to occasionally bend, stoop and reach for supplies, files, etc.
- F. Ability to occasionally lift and carry office items weighing up to 10 pounds.
- G. Ability to attend work on a regular basis.

|           |             |                     |                     |               |
|-----------|-------------|---------------------|---------------------|---------------|
| Anlst: JA | Class: 1809 | Union: Confidential | Pay: 9              | CSB: 20120807 |
| CC:       | Res:        | EEOC: Admin Support | EEOF: Admin/Finance | WC: 8810      |

## **EXECUTIVE ASSISTANT**

### **Summary/Purpose**

Provide support to the Chief Administrative Officer (CAO) or other management personnel by effectively managing his/her schedule and performing a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. Duties performed require considerable confidentiality, initiative, tact, and mature and independent judgment. This classification requires leadership qualities such as adaptability, flexibility, dependability and accountability. Much of the work is self-appointed, and requires a high degree of professional independence, initiative and self-discipline.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)**

1. Provide administrative, organizational and scheduling structure and support.
2. Prepare a variety of complex reports, including attending meetings to gather information, conducting internet and other research, writing first drafts, and producing computer graphics.
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14. Receive and screen communications to the supervisor including telephone calls, mail and e-mail messages, and provide assistance using independent judgment to determine those requiring priority attention; research and respond to communications as appropriate.
15. Provide information to other city departments, community organizations, committees and the public involving specialized and technical subject matter.
16. Represent the City to the public, businesses and other agencies at the request of the supervisor.
17. Follow up on assignments given to management staff and provide status reports to supervisor.

18. Participate in preparation for union contract negotiations by assisting with research and analysis of the effects of proposed language. participating in management contract negotiation strategy planning meetings, preparing draft proposals for management, providing clerical support during contract negotiation sessions, and following up on items discussed as appropriate.
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