

EXECUTIVE ASSISTANT TO CITY MANAGER

I. Position Identification:

- A) Title: Executive Assistant to City Manager
- B) Bargaining Unit: Confidential
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: City Manager or designee
- F) Leads The Work Of: None

G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: An Associate's Degree from an accredited college or university in Public or Business Administration or a closely related field.

Experience: Four (4) years of recent increasingly responsible administrative, customer service or advanced level administrative support for senior level management staff.

OR

Education: High school diploma or equivalent.

Experience: At least six (6) years of recent increasingly responsible administrative, customer service or advanced level administrative support for senior level management staff.

Licenses and/or Certificates Required: Possession of a valid California Class C driver's license. Individuals who do not meet the driver's license requirement due to disability will be reviewed on a case-by-case basis. May be required to obtain a Notary Public license within one (1) year from the date of appointment.

II. FLSA Status: Non Exempt

III. Position Summary:

Under general supervision, to plan, organize, coordinate and manage administrative functions in the City's Administrative offices, including City Council, City Manager, and City Clerk; to perform a variety of complex advanced executive support duties for departmental management and assigned department programs. This is a paraprofessional classification responsible for providing a full range of advanced administrative, confidential and executive support in a wide variety of departmental areas. Incumbents in this class are expected to independently accomplish duties that involve exercising sound decision-making and proper judgment and excellent customer services skills.

IV. Essential Functions:

Depending on assignment, duties may include, but are not limited, to the following:

1. Perform highly responsible administrative, clerical and technical work in support of the City Council, City Manager and City Clerk's office.
2. Assist staff by performing duties related to special assignments or projects including researching and compiling information.
3. Develop and maintain positive public relations with emphasis on customer service.
4. Provide first-line response to phone calls, e-mail, regular mail and visitors, courteously and professionally; prepare relevant correspondence; screen correspondence and route for review/signature as necessary.
5. Answer questions and provide information to the public, City Council and City Staff; assist in the investigation of customer complaints and recommend necessary action to resolve complaints.
6. Handle sensitive and confidential documentation including employee negotiations, personnel and disciplinary actions.
7. Initiate and maintain a variety of files and records related to the City Manager's Office and Administration.
8. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings, conferences and civic functions for department managers, City Manager, Mayor and City Council.
9. Compose correspondence on various subjects from general instructions or independently in accordance with administrative policies or procedures.

10. Assist in public relations and information dissemination including administration of Facebook, the maintenance of the City website, press releases newsletters, and events.
11. Assist in the coordination and maintenance of the City's online customer service portal.
12. Provide assistance relating to the day to day operations of the City's Clerk's Office including but not limited to: maintaining official logs, coordinating records management and retention processes ensuring proper filing and retrieval of official City documents; preparing and managing legal documents and public hearing notices for publication in the newspaper and City website; coordinating the acceptance and opening of sealed bid proposals; logging and distributing Claims Against the City; coordinating the advertisement, recruitment and selection of public members for City Boards and Commission; and coordinating and responding to requests for information per the Public Records Act.
13. Assist in the preparation, posting and distribution of City Council agendas; prepare the Council Chambers for meetings; may attend and record and prepare minutes of the meetings.
14. Provide administrative staff support for Yuba City Boards and Commissions as assigned. Noticing public meetings; coordinating with Board members; preparing and noticing agendas; attending meetings; perform as recording secretary; maintain official records.
15. Prepare and distribute agendas and minutes, coordinating events and attend various meetings in coordination with activities and functions of City Manager's Office and City Council.
16. Oversee, authorize and monitor orders for office supplies and other departmental purchases.
17. Responsible for carrying out the mission of the City and adherence to the City's organizational values.
18. Has the ability and willingness to work cooperatively in a team environment in the course of daily activities.
19. Perform other duties and assumes other responsibilities as apparent or as delegated.

V. Job Related and Essential Qualifications:

A. Knowledge of:

- City organization, policies and procedures.
- Basic research and statistical methods.

- Principles of bookkeeping, record keeping, basic accounting and/or basic budgeting practices.
- Principles and practices of technical report and business letter writing and preparation.
- Correct English usage, grammar, spelling and punctuation.
- Modern office practices and technology, policies, procedures and methods; standard office equipment and applicable computer software.
- Applicable Federal, State, local laws codes and regulations.

B. Skill at:

- Interpreting and applying oral and/ or written materials and instructions.
- Interpreting and applying laws and regulations.
- Operating telephone and other related equipment.
- Communicating clearly, concisely and effectively, both orally and in writing.
- Gathering, assembling, analyzing and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Responding quickly and effectively in difficult situations.
- Coordinating multiple projects and meeting deadlines.
- Preparing reports and efficiently maintaining accurate records.
- Using a personal computer and job-related software applications.

C. Ability to:

- Plan, coordinate, organize, analyze and perform responsible, detailed and complex administrative support work using independent judgment and personal initiative.
- Communicate clearly, concisely and effectively, both verbally and in writing.
- Provide excellent customer service via telephone, email, and in person.
- Understand and carry out oral and written instructions and work effectively under pressure with frequent interruptions.
- Organize work activities, meet deadlines and complete work accurately.
- Effectively operate office technology with expertise in applicable programs.
- Maintain accurate and effective filing systems and records.
- Exercise discretion, initiative and independent judgment and maintain confidential information.
- Identify with management and City goals and objectives; understand and support City priorities.
- Establish and maintain cooperation and working relationships with those contacts in the course of work.
- Meet the physical, mental and environmental demands of the job.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Promote a customer service focus and cooperative public relations.
- Recognize, prioritize and accomplish needed tasks.
- Work independently in the absence of supervision.

VI. Physical Demands/Qualifications:

1. Requires the ability to sit for long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate a standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
4. Ability to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
5. Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
6. Ability to lift objects up to 25 pounds without assistance.
7. Periodically work outside of normal work hours.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number different levels, both verbal and written.
2. Operate under deadlines.
3. Be highly organized, detail oriented and possess the ability to prioritize numerous tasks.
4. Demonstrate a high level of integrity.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. This classification is not assigned to work in the field.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.