



City of Newark, California

Class Code: 029
WP Code: f/class/execassist
Established: 12/88
Revised: 10/97, 01/98
EEO Code: AS

CLASS SPECIFICATION

EXECUTIVE ASSISTANT

POSITION DESCRIPTION

Nature of Work: Under direction, provides varied, complex and often confidential secretarial and office administrative support to the City Council, City Manager, Assistant City Manager, City Clerk and associated administrative staff; provides lead direction to assigned clerical support staff; and related work as required.

Class Characteristics: This is the highest level office secretarial class of the City and the incumbent is expected to achieve a broad-based general knowledge of City departments and functions. This class is distinguished from other City secretarial and administrative support classes in that the nature, diversity and scope of responsibilities originating from this position requires the frequent use of tact, discretion, initiative and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, City Council or boards or commission members, representatives of business or community organizations, the public and all levels of City personnel.

Essential Duties: Receives visitors and telephone calls directed to the City Manager, Mayor, City Council and administrative staff and provides information which may require the use of judgment and interpretation of City policies and procedures; handles mail or routes for handling to appropriate department; may maintain the City Manager's calendar, schedule meetings, and ensure that the City Manager is cognizant of meeting times and individuals; coordinates conference and meeting arrangements including hotel, airline, and car rental reservations; prepares drafts and a wide variety of finished documents from dictation tapes, notes, brief instructions, or printed materials using a variety of word processing, spreadsheet, and publishing software applications; operates personal computer systems to input or retrieve data and prepare reports; researches and assembles materials and information for preparation of City Council supplemental packets and reports on a wide variety of administrative topics and matters; assists administrative staff in planning and organizing community events; receives, prepares, distributes and maintains confidential and general administrative and City Council correspondence; prepares brief correspondence in response to City Manager and City Council inquiries or requests for information; packages and transmits materials related to City Manager and departmental activities for City Council review; coordinates departmental activities with those of other City departments, including follow-up on projects assigned to specific departments; directs and provides work review for assigned office clerical support staff; initiates specified correspondence independently for signature by the City Manager, City Council, and associated administrative staff; reviews finished materials for completeness, accuracy, format, compliance with City policies and procedures, and appropriate English usage; organizes and maintains various administrative, reference, and follow-up files; transmits information to others from the City Manager and associated administrative staff; keeps informed of pertinent City and departmental activities; organizes own work, sets priorities and meets critical deadlines;

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acts as Deputy City Clerk in the absence of the City Clerk, including acceptance of subpoenas and certification of documents; administers confidential and public files relating to administrative and City Council business; prepares purchase orders, payroll, absence and sick leave incentive reports; may provide backup clerical support for other clerical and/or secretarial positions; may assist with the publication of the City budget and five year forecast; trains new department clerical staff in work procedures.

QUALIFICATIONS

Knowledge, Abilities, and Skills

Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing.

Operation of a variety of word processing, spreadsheet, and publishing software applications.

Operation of standard office equipment including office computers and networks.

Computer and paper record keeping, report preparation and filing methods.

Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

Correct English usage, including spelling, grammar, punctuation and standard office document formatting.

Standard business arithmetic.

Basic research techniques and report writing.

Basic supervisory principles and practices

Ability or Skill to:

Provide varied, responsible, and often confidential secretarial and office administrative assistance to the City Manager, City Council and associated administrative staff.

Use initiative and independent judgment within established guidelines.

Use tact and discretion in establishing and maintaining effective working relationships with those contacted in the course of the work.

Operate an office computer and software applications in a manner appropriate to the position.

Analyze and resolve administrative situations and problems.

Research, compile and summarize a variety of informational materials into report form.

Compose correspondence independently or from brief instructions.

Organize work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.

Plan, assign, and review the work of assigned clerical support staff.

Attend City Council meetings and take minutes.

Experience and Training: Any combination of education and experience equivalent to a high school diploma, G.E.D., or California High School Proficiency Examination Certification and five years of responsible secretarial or office administrative experience. Two years of business or secretarial school training and experience as an administrative or department level secretary or above, and experience in a public agency setting are desirable.

Special Requirement: May require the possession of a valid California driver's license.

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Physical Requirements: Ability to sit for prolonged periods of time, bend, stoop, speak, and hear. This class requires the use of hands and arms to operate a computer key board, grasp objects, and to reach. Employees in this class must occasionally lift and/or move up to 25 pounds.

Probationary Period: 6 Months

FLSA: Non-Exempt