

## **EXECUTIVE ASSISTANT TO THE CITY MANAGER**

### **NATURE OF WORK**

This is highly responsible executive administrative work for the City Manager. Work involves performing confidential administrative duties involving considerable public contact. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administration policies and procedures in city operations. Work involves important contacts with members of City Council and the city departments and offices. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed by the City Manager/Assistant City Manager for the achievement of desired results.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Performs diverse and complex administrative work; performs confidential assignments; handles a variety of administrative details, which involves contact with department directors and various City officials and representatives; maintains follow-up files and systems for City Manager/Assistant City Manager action.

Prepares administrative, statistical, and technical material, staff papers, correspondence, reports, agreements, contracts, ordinance, resolutions, and budget documents, some of which contain sensitive or confidential information, from rough draft, copy, verbal instructions, and notes.

Compiles and assembles data from source material; edits information for major reports, presentations, and agendas; collates, prepares, and distributes materials to appropriate persons.

Takes minutes and verbatim or summary notes at meetings; prepares, types, and distributes minutes; composes and prepares letters of a routine nature; and develops and maintains a complex filing system, which includes official records, administrative, and confidential material.

Screens and routes calls, visitors, and mail; interprets policies, rules, and regulations in response to queries from others; logs, answers, and/or refers complaints and inquiries to appropriate persons.

Schedules appointments; arranges for conferences and meetings; and makes travel arrangements.

Serves as Recording Secretary for the Civil Service Commission; attends and records minutes of meetings; prepares correspondence, responds to inquiries, and maintains records; accepts applications, administrators and scores written tests, and makes the arrangements for assessment of applicants.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

### **OTHER JOB FUNCTIONS**

Performs related duties as assigned.

### **REQUIREMENTS OF WORK**

Graduation from a two-year college or business school with major course work in secretarial science or business administration is preferred; thorough secretarial and administrative experience at the executive level; or any equivalent combination of training, education and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of business English, grammar, punctuation, and arithmetic.

Thorough knowledge of the principles and methods of office management and standard office procedures, systems, and equipment.

Thorough knowledge of the functions, laws, rules, regulations, and policies of the City or the ability to acquire such knowledge during a reasonable period of training.

Thorough knowledge of the operation and care of standard office equipment and machines.

Ability to exercise good judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize, and perform work independently.

Organize and maintain administrative records, files, and charts; indexes and files correspondence and other public records in a manner that meets the requirements of the Ohio Public Records Act.

Ability to communicate effectively.

Ability to compose and prepare correspondence as well as express oneself clearly and concisely on complex subjects.

Ability to establish and maintain effective working relationships with public officials, employees, staff, resource and community organizations, and the public and to effectively and discreetly convey information.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, and lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.