

EXECUTIVE ASSISTANT TO THE CITY MANAGER

Job Description

Executive Assistant to the City Manager

DEFINITION

To perform responsible and confidential administrative and secretarial duties for the City Manager, administration staff, and members of City Council; and to provide information and respond to questions from the public.

Supervision Received and Exercised

Receives direction from the City Manager.

Supervises technical and functional responsibility of assigned clerical personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

Perform a wide variety of executive secretarial and administrative duties as required by daily operations in the City Manager's office.

Represent the City to the public, business people, Council members and other agencies at the request of the City Manager.

Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.

Analyze and prepare routine staff reports and documents; draft correspondence for City Manager's signature.

Research and analyze administrative projects for the City Manager; prepare first draft reports.

Supervise clerical and temporary clerical support staff of the City Manager's Office including organizing and assigning work, hiring, training and evaluating personnel.

Screen City Manager's mail, phone calls and visitors ascertaining urgency of the issue, whether the City Manager need personally respond and, if possible, personally responding or routing to the appropriate City staff member of department for proper response and follow-up.

Provide follow-up assignments given to management staff by the City Manager; provide status reports to the City Manager.

Independently respond to letters and general correspondence of a routine nature.

Make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Work directly with the Mayor and City Council on a continuing basis performing such tasks as planning and managing special events and provide miscellaneous clerical support as requested.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Serves as Recording Secretary for Technology, Information and Communication Commission; prepare agendas, minutes and packets.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Clerical procedures and standards of the City Manager's Office; basic organizational structure and functions of Cupertino's City government.

Organization, procedures, and operating details of the City Manager's office.

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and computer equipment and software.

Principles and methods of business letter and report writing.

Business English, composition and proper format.

Principles of supervision, training and performance evaluation.

Ability to:

Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; lift or carry weights of 10 pounds or less.

Coordinate events in a highly sensitive environment.

Employ good judgment and make sound decisions in accordance with established procedures and policy.

Independently perform a variety of sensitive secretarial tasks.

Research and prepare correspondence and reports.

Interpret and explain pertinent laws and rules.

Communicate clearly and concisely, both orally and in writing.

Understand, organize, index and reference a wide variety of administrative information and records.

Operate and use a variety of modern office equipment, including word processing equipment.

Type accurately at a speed of 60 words per minute.

Take dictation at a speed necessary for successful job performance.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE & TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of increasingly responsible secretarial and administrative support work for management personnel with four years experience under the supervision of a Chief Executive Officer or top manager in an organization.

Training:

Equivalent of the completion of the twelfth grade supplemented by secretarial/office management course work. Associate's degree in business, math, statistics, or accounting preferred.