

## **CITY OF IRWINDALE**

### **EXECUTIVE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under direction, performs a wide variety of highly responsible, confidential, and complex clerical and administrative work in support of the Assistant City Manager, City Manager, and City Council; assists in planning and organizing the daily operations of the City Manager's Office; acts as a liaison with other City departments, staff, outside agencies and the general public; works closely with the Assistant City Manager to coordinate the resident ID and resident benefit programs.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a wide variety of highly responsible, confidential, and complex clerical and administrative work in support of the Assistant City Manager, City Manager, and City Council.
2. Screens calls, visitors and mail for the City Manager and City Council; provides information and assistance; researches information related to City regulations and policies.
3. Coordinates calendars and schedules appointments; provides assigned staff with a weekly schedule of upcoming events and meetings.
4. Collects and compiles information from various departments to create the City Manager's Weekly Update; distribute the Update to the City Council, commissioners, and staff.
5. Assists with the administration of the City's Resident ID program; reviews applications and supporting documents for compliance with program policies; prepares a list of applicants for approval by the Resident Audit Committee; sends approved applications to the insurance provider.
6. Prepares and monitors the City Manager and City Council budgets; prepares invoices for payment; coordinates the collection of timesheets and entry of payroll data for the Administration Department; maintains an inventory of office supplies; orders office supplies and other items as needed.
7. Composes wording for city recognitions on certificates, proclamations, and plaques; maintains a variety of filing systems and records.
8. Collects, compiles, and analyzes information from various sources as needed for reports, correspondence, and City newsletters; proofreads information from various departments for distribution via monthly resident mailings or for display in the applicable department.
9. Arranges and coordinates staff travel for various conferences and training events; reviews and makes needed corrections to travel authorizations and reconciliation for all city employees; completes and submits travel reconciliation reports.
10. Serves as a liaison with other City departments, staff, outside agencies, and the general public.
11. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of assigned functions, programs, and operations of an executive office.
- Functions and organization of municipal government.
- Work organization principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state, and local laws, codes, and ordinances.
- Basic practices and principles of budgeting.

**Ability to:**

- Perform confidential, responsible, and difficult secretarial and administrative support duties in support of the City Manager, Assistant City Manager, and City Council.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulations, and ordinances.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, compile, analyze, and interpret data.
- Prepare a variety of clear and concise reports.
- Compile and maintain complex and extensive records.
- Implement and maintain filing systems.
- Independently prepare correspondence and memoranda.
- Set priorities and meet critical deadlines.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Operate and use modern office equipment including a computer and various software packages.
- Type and enter data at a speed necessary for successful job performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

CITY OF IRWINDALE  
Executive Assistant (*Continued*)

**Education/Training:**

Graduation from high school or equivalent, supplemented by course work in office practices, management, or business administration.

**Experience:**

Four years of progressively responsible administrative secretarial experience. Prior experience in a municipal government is highly desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates