



CITY OF ALBANY EXECUTIVE ASSISTANT

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff; serves as liaison with City departments, staff and outside agencies; provides information and assistance to the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Class Characteristics

This class is distinguished from other office support classes in that the nature, diversity, confidentiality, and scope of responsibilities are originating from the administrative management level. The class requires 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, board or commission members, representatives of business or community organizations, the public, and all levels of City personnel.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and screens visitors and telephone calls; provides information which requires the use of judgment and interpretation of policies and procedures; receives and resolves citizen complaints or refers to appropriate staff; responds to sensitive requests for information and assistance.
- Performs a wide variety of complex, responsible, and confidential secretarial and administrative duties for the City Manager and City Council.
- Maintains the City Manager's calendar, scheduling meetings, appointments, and conferences; screens requests and ensures the City Manager is cognizant of meeting times and individuals; keeps informed of pertinent activities and makes travel arrangements for the City Manager and the City Council.
- Types and drafts a wide variety of finished documents including agenda items, legal documents, and correspondence; reviews finished materials for accuracy, format, and compliance with policies and procedures, as appropriate; reviews incoming correspondence and distributes to appropriate staff.
- Conducts routine research, compiles data, and performs routine statistical analysis for special projects and reports; assists in departmental budget preparation, review, and management.
- Provides project assistance as assigned; organizes meetings and city functions by notifying participants, making facility arrangements, preparing required informational materials, and coordinating outside vendor participation; coordinates departmental activities with those of other City departments, including follow-up on projects assigned to other departments.
- Serves as Executive Assistant to the City's Pension Board; serves as departmental liaison on City committees and task forces as directed.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage; independently responds to letters and

correspondence.

- Organizes and maintains various administrative, reference, and follow-up files and manuals; purges files as requested.
- Organizes own work, sets priorities and meets critical deadlines.
- Performs related duties as assigned.

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including business letter writing.
- Office management principles and practices.
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Record keeping, report preparation, and filing methods.
- Correct English usage, including spelling, grammar, punctuation and vocabulary.
- Business arithmetic and basic budgetary principles and practices.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Provide varied, responsible, and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff.
- Demonstrate initiative and independent judgment within established guidelines.
- Analyze and resolve administrative situations and problems.
- Research, compile, and summarize a variety of informational materials.
- Compose correspondence independently from brief instructions.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.
- Type at a rate of 65 words per minute.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

Equivalent to the completion of the twelfth grade, and five years of increasingly responsible secretarial or office administrative experience. Two years of business or secretarial school training may be substituted for the required experience on a year for year basis. Experience as a department level secretary or experience in a public agency setting is desirable.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects of light to moderate weight with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting departmental policies and procedures.