

CITY OF SOLANA BEACH

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.

DEFINITION

Under general supervision, performs a variety of responsible and confidential secretarial duties and administrative tasks in support of the City Council, City Manager, Assistant City Manager, and other administrative staff assigned to the City Manager's Office; performs related duties as required.

CLASS CHARACTERISTICS

This is a single position class characterized by varied secretarial, clerical, and administrative tasks normally performed with a relatively high level of independence and confidentiality. The incumbent is required to perform duties under specific deadlines and with constant interruptions which change the planned work schedule. Incumbent regularly handles the office support required by the City Council and/or various lay commissions or committees which assist the Council in formulating and implementing City policies and programs. This class is differentiated from the Administrative Secretary class by the formers' more varied responsibilities and involvement with City policy making bodies.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provides direct and confidential secretarial support to the City Council, City Manager, Assistant City Manager, and other administrative staff; receives visitors and answers phones; maintains calendar and schedules appointments; makes travel and meeting arrangements as directed.
2. Responds to inquiries from the public and other City employees; provides explanation of City procedures requiring in-depth understanding of policies and regulations, or refers inquiries to the appropriate authority; screens and responds to phone calls; responds to complaints and requests.
3. Prepares correspondence from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; types complex reports, documents, or other materials, or compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies; types performance evaluations, disciplinary actions and other confidential matters; maintains confidentiality.
4. Collects information and prepares agenda materials for City Council and other special committee meetings as assigned; may attend meetings and takes notes of proceedings; prepares minutes; distributes agendas and minutes.

5. Assists with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; conducts research and provides recommendations regarding project activity; makes meeting and special event arrangements in accordance with established criteria; assists with budget preparation; types drafts of City publications and coordinates the printing of these materials with outside vendors.
6. Establishes and/or maintains filing and retrieval systems for inter-related files and records; sorts, files, and processes a variety of documents; researches files to obtain information requested by departmental staff or necessary to the preparation of reports or conduct of other office business; performs mathematical calculations.
7. Assists with personnel functions as needed. Examples include sending out and tracking performance appraisals; preparing job announcements and advertising vacancies, processing applications, responding to inquiries regarding vacancies, confirming appointments for employment interviews and assisting with interview preparations; conducts salary and benefit surveys.
8. Performs a variety of clerical tasks including typing, proofreading, filing, editing, and office machine operation including computer terminals or typewriters.
9. Communicates effectively verbally and in writing; works at a video display terminal and remains seated for prolonged periods of time; files documents at various locations and heights.
10. May oversee other staff in the course of performing assigned tasks; coordinates work assignments; may functionally supervise and train office clerical staff; may make recommendations on improved office procedures.
11. Provides vacation and temporary relief when required.

QUALIFICATIONS GUIDELINES

Education, Experience and 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:

Education:

- ◆ Equivalency of education, experience and training will be considered for satisfactory job performance and in determining the required minimum qualifications.

Experience:

- ◆ Five years of responsible secretarial experience which involved administrative responsibilities of a highly sensitive nature, and contact with the public, including or supplemented by specialized training in the clerical/secretarial occupational field.

Knowledge and AbilitiesKnowledge of:

- ◆ Secretarial and general office methods and techniques including office equipment operation.
- ◆ Preparation of complex documents requiring specialized and/or statistical typing.
- ◆ Basic functions and organization of City government.
- ◆ Manual and computerized records and information management systems.
- ◆ Filing systems and procedures; methods and techniques of document indexing and coding and fiscal record keeping.
- ◆ Legal requirements for storing and maintaining public documents and records; principles and practices of records management; pertinent Federal, State and local laws, codes, and regulations.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Mathematical concepts.
- ◆ Work scheduling and coordination practices.
- ◆ Effective methods and techniques in public relations, customer service and telephone caller handling.
- ◆ Basic principles of supervision and training; leadership techniques.
- ◆ Office equipment operation, including telephone systems, typewriters, computers, adding machines, photocopiers, and other related office equipment.
- ◆ A variety of software applications as needed to effectively execute the duties and responsibilities of the position.

Ability to:

- ◆ Receive the public in person or over the telephone; apply and explain regulations, policies and procedures.
- ◆ Develop, coordinate and maintain complex record keeping systems.
- ◆ Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- ◆ Maintain and execute administrative and secretarial assignments with discretion.

- ◆ Conduct sensitive administrative assignments with discretion; maintain confidentiality of sensitive records and documents.
- ◆ Work independently in absence of supervision and execute assignments with minimal supervision.
- ◆ Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- ◆ Learn, interpret and explain departmental policies and procedures.
- ◆ Use correct English grammar, punctuation and spelling.
- ◆ Understand and follow written and verbal instructions.
- ◆ Type at a speed necessary to successfully perform assigned duties; record and transcribe minutes; take shorthand.
- ◆ Communicate clearly, concisely and effectively, both orally and in writing; interface with the public and elected officials in situations requiring diplomacy and tact.

Special Requirements

- ◆ Possession of a valid Class “C” California driver’s license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands 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.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may

be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.

- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: 6/18/90
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