

CITY OF SALINAS

EXECUTIVE ASSISTANT

BARGAINING UNIT/CLASS CODE:
CONF. MISC. / 27.7006

DEFINITION

To perform a variety of highly responsible, confidential and complex administrative, secretarial, support, and office management duties in the offices of the City Manager, Mayor and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and as may be required from the Assistant City Manager. Technical or functional supervision may be received from the Assistant City Manager. Exercise general supervision of clerical and secretarial support positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform a wide variety of complex, responsible, and confidential office management duties within the Administrative division. Interpret City policies, rules and regulations in response to inquiries; refer inquiries as appropriate. Complete a variety of documents from rough draft and operate a variety of office equipment. Represent the City Manager's office in its mission, values, and standards for effective organization. Independently respond to letters and general correspondence of a routine nature. May prepare, process, and maintain all department payroll and personnel records, including leave requests and other payroll-related forms. May prepare and process personnel actions, hiring requisitions, performance evaluations. Make travel arrangements, maintain multiple appointment schedules and calendars using Microsoft Outlook, and arrange meetings and conferences. Compile data and prepare reports and special documents as assigned. Prepare and assemble reports and distribute to staff, the press, and interested members of the public. Prepare, coordinate, and process departmental billing requests, purchasing-related documents and other accounting documents. Prepare agendas and minutes. Provide general administrative support to budget purchasing, personnel and support staff development activities. Handle administrative details and coordination of special studies, projects, and City Manager communications and programming. Assist in the preparation of the budget for the City Manager's office. Initiate, supervise, and maintain a variety of files and records, including confidential materials. Recommend organization and procedural changes affecting executive office activities. Basic maintenance and troubleshooting of office equipment. May exercise functional supervision of lower level staff and volunteers. Demonstrate excellent customer service skills to internal and external customers. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
EXECUTIVE ASSISTANT (continued)**

QUALIFICATIONS

Knowledge of:

Principles of executive office management organization and employee development. English usage, grammar, spelling, and punctuation. Modern office methods, procedures, and equipment. Business letter writing. Intermediate to advanced Microsoft Word, PowerPoint, Excel, Outlook and Publisher. Organization, procedures, and operating details of a municipal government. Recordkeeping, principles and procedures. Methods of research and report presentation. Principles and practices of training methods and concepts. City phone system.

Ability to:

Understand organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Promote the mission, values and standards of an effective organization. Communicate clearly and concisely, both orally and in writing. Work cooperatively with other departments, City officials, and outside agencies. Interpret and apply administrative and departmental policies, laws, and rules. Compose reports and correspondence independently. Compile and use modern office equipment. Maintain complex and extensive records and files. Maintain confidential data and information. Work independently in the absence of supervision. Analyze situations carefully and adopt effective courses of action. Understand and carry out oral and written directions. Work with minimal direction and exercise independent judgment in the performance of a variety of complex administrative duties with only occasional instruction or assistance. Establish and maintain effective working relationships with City staff, elected officials and a diverse general public. Exercise functional supervision of lower level staff and volunteers.

Skills to:

Type at a speed of 60 words per minute.

License or Certificate: Possession of a valid California Driver's License.

Education and Experience:

Five (5) years of increasingly responsible secretarial or office administrative support experience or an Associate's degree and three (3) years of increasingly responsible clerical experience, preferably in a public organization.

Reviewed _____
Department Director

Approved _____
Human Resources Director

Approval Date _____

**ORIG: 2-84, REV: 2-94, REV: 12-03, REV: 10-04, REV: 10-06
REV: 1-15, REV: 12-18**