

**CITY OF ARCADIA**  
**EXECUTIVE ASSISTANT**

**DEFINITION**

Under direction, to perform a variety of highly responsible, confidential, and complex secretarial and administrative duties in support of the City Manager and City officials; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the City Manager's Office; and to provide general information and assistance to staff and the general public.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level secretarial and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Attend to and process administrative details not requiring the immediate attention of assigned staff and officials including the City Manager, Mayor and City Council members; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for assigned staff and City officials.

Serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in administrative decisions and in facilitating the implementation of City policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or

functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

Maintain detailed calendar for the City Manager; arrange interviews, appointments, schedules, conferences, travel, and itineraries.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare the City Council agenda and Weekly Report; prepare background information for presentations; coordinate City Council presentations and ensure proper protocol is met; serve as liaison between City Council and the public; perform responsible reception and public contact duties; assist with special events and public education; coordinate Board and Commissioners' Dinner.

Take and transcribe minutes at regular and special meetings and designated committees; prepare meeting packets for distribution; represent the City Manager's Office in meetings and groups as assigned.

Establish and maintain complete records and files including financial, budget, personnel, operational, and administrative records.

Coordinate, supervise, and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Transmit orders, decisions and memoranda from the City Manager to various organizational units.

Participate and assist in the administration of the City Manager's Office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders.

Assist in the preparation and monitoring of the City Manager's Office and Mayor-Council budget.

Analyze situations and make appropriate decisions without immediate supervision.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

## **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Practices used in minute taking and preparation.

Basic mathematical principles.

### **Skill to:**

Operate modern office equipment including computer equipment.

Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance.

Transcribe recorded minutes.

### **Ability to:**

Learn the procedures and functions of assigned position.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Work under limited supervision within a broad framework of standard policies and procedures

**Ability to:**

Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

Work cooperatively with other departments, City officials and outside agencies.

Perform responsible and difficult administrative and secretarial work involving the use of independent judgment and personal initiative.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information.

Independently prepare correspondence, memoranda, and minutes of meetings.

Perform mathematical computations quickly and accurately.

Compile and tabulate data and information and prepare summaries and reports.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Five years of increasingly responsible administrative secretarial experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial course work in office practices, management, or business administration.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** January, 1999