

CITY OF WASCO

POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Executive Assistant	Department : Administration	
Reports to: City Manager	FLSA Classification: Non-Exempt. Confidential	
Career Ladder:	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to provide a variety of responsible, complex, and confidential support and office administrative assistance to City Manager, and assigned staff in the Administration Department; performs related work as assigned.

CLASS CHARACTERISTICS:

This class is distinguished from other City administrative classes in that the nature, diversity, and scope of responsibilities originating from this level of management support requires the frequent use of tact, discretion, initiative, and a high degree of independent judgment. Responsibilities include regular contact with government officials, City Council and/or board and commission members, representatives of business and/or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures. This position may require attendance at meetings, including early morning and evening meetings.

ESSENTIAL RESPONSIBILITIES:

Provides administrative support for the City Manager, City Council and assigned staff

Serves as a backup support staff for other Administration staff members

Receives and screens visitors and telephone calls, providing information and resolving complaints which may require the use of judgment and interpretation of policies and procedures.

Exercises considerable judgment and decision making in disseminating information, making referrals to the appropriate authority and initiating and composing correspondence.

Composes routine correspondence and independently prepares correspondence not requiring supervisor's personal attention.

Researches, compiles and summarizes a variety of information or statistical materials; prepares comprehensive reports, as assigned.

Types drafts and a wide variety of finished documents from notes, Dictaphone, brief instructions, or prior materials

Operates computer, utilizing word processing, spreadsheet and other various software applications; inputs and retrieves data and prepares reports from an on-line or personal computer system

Takes and transcribes dictation; types and assembles information into reports, manuals, newsletters and/or other materials and distributes to appropriate staff.

Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English and grammar usage

Organizes and maintains various confidential, administrative, reference and follow-up files; purges files as requested

Organizes meetings by notifying participants, making room arrangements, and preparing required informational materials; makes travel arrangements for management staff and City Council

Organizes own work, sets priorities and meets critical deadlines

Responsible for the proper flow of administrative materials in the City Manager's office

Utilizes tickler files for staff members, reviews items daily, keeping staff members on track for the day's appointments.

Assists in coding incoming bills to the proper budget number and returns for payment.

Requires flexible work hours

Performs related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of – Standard office administrative and secretarial practices and procedures, including business letter writing and technical report writing; The operation of common office equipment, including a personal computer; Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions; Pertinent Federal, State and local laws, codes and regulations; Record keeping, report preparation, filing methods and records management principles and techniques; Correct English usage, including spelling, grammar, punctuation, and vocabulary; Standard business math

Skilled in- Providing varied, responsible, and often confidential secretarial and office administrative assistance to department head and higher-level administrative staff; Using initiative and independent judgment within established guidelines; Using tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work; Analyzing and resolving administrative situations and problems; Researching, compiling, and summarizing a variety of informational materials; Composing correspondence independently or from brief instructions; Typing at a rate of 50 net words per minute from printed copy; Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction; Planning, directing, coordinating and reviewing the work of assigned staff and training staff in work procedures.

Ability to -Interpret and apply administrative and departmental policies, procedures, laws and regulations; Work cooperatively with other departments, city officials, community members, and outside agencies; Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative; Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; Analyze situations carefully and adopt effective course of action; Compile and maintain complex and extensive records and prepare routine reports; Maintain

confidential data and information for executive staff; Independently prepare correspondence and memorandums; Work independently in the absence of supervision; Take and transcribe dictation at a speed necessary for successful job performance; Communicate effectively in oral and written form; Develop and maintain effective working relationships with co-workers, other city employees and members of the community; Type at a rate of speed sufficient to meet the requirements of the position (50 wpm); Compose clear and concise letters, reports, memoranda, and other written materials independently; Operate and learn various computer applications, including word-processing and spreadsheet applications

Licenses and Certificates – Typing certificate for 50 WPM.

Physical Abilities and Work Environment – Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four years of increasingly responsible administrative assistant, executive secretarial and clerical experience

Education – Graduation from High School or GED. Some college coursework preferred

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date