

EXECUTIVE ASSISTANT

DEFINITION

Under general supervision, provides responsible administrative and secretarial support to an executive manager or department head and principal staff; coordinates office activities and performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class are characterized by administrative and secretarial, supervisory, and/or related responsible duties, which vary position to position and may include overall office coordination, assigned project responsibilities and/or the performance of highly technical assignments involving functions of the assigned department. Work in the This class is distinguished from that of higher other office administrative classes in that the nature, scope, and diversity of responsibilities requires a broader understanding of City functions and the competence to perform duties that require the exercise of discretion and independence with respect to matters of significance. ~~latter emphasize program and administrative duties. Work in the class is distinguished from that of lower classes through its responsibilities for overall coordination of office functions, the complete range of administrative and secretarial support duties performed, and by the level of administrative and technical work performed.~~

EXAMPLES OF DUTIES

1. Participates and assists in the administration of the assigned department; coordinates overall office functions and work flow; performs administrative detail on behalf of the executive manager or department head and principal staff.
2. Serves as a primary resource for staff regarding policy, procedural, informational or technical inquiries requiring a thorough knowledge of departmental and City operations.
3. Performs a wide variety of complex, responsible, and confidential administrative and secretarial duties.
4. Performs difficult and responsible data entry, document production and data organization through the use of computers and other office equipment.
5. Prepares a variety of materials from written or oral instructions or recording equipment including correspondence, reports, charts, spreadsheets and statistical data that may be complex, technical and/or sensitive; composes correspondence and other documents.
6. Establishes and maintains complex and confidential files and recordkeeping systems; maintains inventories and orders supplies; maintains manuals and updates resource materials; copies, collates and distributes information; opens, sorts and distributes mail.
7. Answers telephones and receives visitors; schedules appointments, maintains calendars and arranges and coordinates meetings and events.
8. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures, ensuring the appropriate distribution and release of confidential or sensitive information; acts as liaison with other departments and agencies; may serve as a member of City-wide committees or groups; may attend meetings on behalf of the department.
9. Compiles, researches and analyzes information and prepares various reports and summaries.
10. Performs arithmetic calculations; may prepare cost estimates; may coordinate or process departmental payroll and/or other fiscal transactions.
11. May assist in departmental budget preparation and budget administration.
12. Coordinates clerical work activities and determines work priorities and methods; provides lead direction and training for clerical employees; may supervise assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school, supplemented by college level coursework in areas such as office management, business administration or public administration.

Experience: Five years of responsible administrative support or secretarial experience, involving public contact, office administration, word processing, data entry and advanced level computerized document production and records retention work.

Knowledge

Knowledge of modern office practices and procedures; basic accounting principles; modern office equipment including computers; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; various document formats and presentations.

Ability

Ability to perform complex administrative support and secretarial work with speed and accuracy; coordinate departmental office operations; effectively operate a variety of modern office equipment including computers and related software; interpret and apply established department and City policies, procedures and codes; interpret and analyze information; prepare complex records and reports; perform arithmetic calculations; administer departmental accounting functions; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgment; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public; coordinate clerical work activities and determine work priorities and methods; provide lead direction and training to clerical staff, and supervise assigned staff.

Typing Skill

~~Ability to type from clear printed copy at a speed of 60 net words per minute.~~

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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~~CLRY~~: Human Resources Department

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