



## Executive Assistant

Department/Division:	Assigned department or division
Reports To:	Assigned Executive Management and management team and elected officials
Provides Direction To:	May provide direction to administrative support personnel
FLSA Exemption Status:	Exempt
Civil Service Status	Unclassified
Bargaining Unit	Unrepresented
Created:	September 5, 2014
Last Updated:	March 21, 2016

### GENERAL PURPOSE

Under general supervision, performs a broad range of varied and difficult executive, technical, and administrative support functions in support of a City department or the City Manager's Office; may provide technical direction or supervision to clerical and administrative support staff; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Executive Assistant is distinguished from lower-level administrative support positions in that it typically has more interfaces with executive and management positions, officials, commissioners, and the general public. As distinguished from the Administrative Assistant, the Executive Assistant performs work that requires greater problem-solving skills and independent judgment, wider range of administrative assignments, and sensitive interfaces, and confidential information.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

1. Provides administrative support to designated executives, management, staff, and elected officials, as assigned; acts as staff liaison in screening visitors, answering callers, handling complaints, and directing others to appropriate parties.
2. Schedules appointments and meetings, and arranges for travel or staff attendance at conferences, workshops, and professional functions.

3. Coordinates and arranges for executive level or City official representation at programs, special events, and functions.
4. Assists executives with preparation of agendas and staff reports, and supporting documents for meeting and presentation purposes.
5. Purchases office supplies and equipment and researches information regarding vendors, contractors, and consultants; compiles budgetary data and tracks account expenditures, as needed.
6. Prepares and edits correspondence, staff reports, memos, and activity reports.
7. Conducts surveys and replies to requests for data; researches City and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.
8. Provides direction to office support personnel, as assigned; explains departmental procedures and policies.
9. Organizes, prepares, and updates City and departmental records and archives, and may recommend how this information may be used in various reports; administers departmental document retention schedule activities in compliance with City guidelines.
10. Administers contracts and requisitions for professional services and a variety of other materials, equipment, and services; oversees payments of invoices and claims.
11. May provide administrative support to City Council, department management, staff, various commissions, committees, advisory groups, and/or professional associations by preparing agendas, taking minutes, researching items, and compiling, submitting and relaying presentational materials and information to members.
12. May process and issue permits, specifications, citations, plan documents, and other legal records, and explain City and departmental procedures and requirements.
13. May type and prepare personnel documents and maintain personnel files and confidential information.
14. May handle departmental mail and review timesheets, billing records, and expense reports.
15. May review, update, and administer departmental policies, rules, and regulations, and other official City and department manuals.
16. May compile and maintain confidential information in support of collective bargaining and other labor relations activity.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

City policies and protocols; office administration practices and procedures; correct English usage, including spelling, grammar and punctuation; City organization, ordinances, rules, and programs, and departmental policies and procedures; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; rules and procedures governing public notices and conduct of public meetings; word processing, spreadsheet, and graphics software applications; record keeping, filing, purchasing, and accounting practices and procedures; research methods; customer service practices.

### **Ability to:**

Operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics, and specialized software applications programs; type at a net rate of 50 words per minute; plan, organize and prioritize administrative assignments to meet deadlines; take minutes and provide administrative support to assigned executives, managers, commissions and/or committees; provide technical direction to office support staff as needed; communicate effectively, both orally and in writing; proofread and prepare clear, accurate, and concise records and reports; establish and maintain effective working relationships with staff, management, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work; exercise tact and diplomacy in explaining and obtaining compliance with City and department administrative procedures; establish and maintain departmental files and confidential records.

### **Education/Training/Experience:**

High School graduation or G.E.D. equivalent is required, preferably supplemented by education, training and certification in office management, supervision, and the use of office software products. Five years of responsible administrative and customer support experience is required, preferably including some lead experience.

### **Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with City officials, staff, management, the general public, and others during the course of work.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.