

CITY OF LATHROP
EXECUTIVE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex advanced executive support duties for an assigned department. Assists the public by providing information personally or directing information requests according to established procedures; performs work on special programs and projects; sorts, logs, and maintains records and other documents; may exercise functional and technical supervision over administrative support staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant** is the advanced journey level classification in which incumbents are expected to independently perform the full range of advance administrative and executive support to a Department Head and/or management staff on assignments in a wide variety of departmental areas requiring independent decision making, judgment and initiative.. This classification is distinguished from the next lower class of Senior Administrative Assistant in that the former is responsible for providing complex support to an assigned department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Department Head or their designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of sensitive, confidential, complex and highly responsible administrative duties; meet time sensitive deadlines
- Coordinates and oversees a variety of special projects and programs as assigned by the department head or their designee; conducts research and provides recommendations regarding project activity
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the City; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to callers and visitors in a professional and customer friendly manner
- Compose a variety of sensitive and detailed documents, letters, memoranda and instructions from brief notes or verbal information
- Oversee, authorize, and monitor orders for office supplies and other departmental purchases

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- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, staff reports, press releases, public information items, spreadsheets, agendas, resolutions, meeting minutes, legislative documents, and memos; gathers data and keeps necessary records to support administrative decision making; establishes and maintains a variety of records and files; researches files for information requested for the preparation of reports or conduct of other office business; gathers data and drafts PowerPoint presentations
- Compiles and maintains records and prepares reports; maintains a variety of files; participate in the preparation of the budget by gathering information, preparing justifications, and researching the prior year's ending; monitors accounts; performs account analysis
- Maintains and processes a variety of standard City documents and records, including time sheets, performance evaluations, human resources forms, purchasing forms, and claim forms
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences
- Provide direction to administrative support staff including planning, prioritizing, assigning, reviewing and overseeing work; monitor staff performance; determine work priorities and methods; participate in staff selection and training; provide input to performance evaluation; work with employees to correct deficiencies; recommend corrective action
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public
- Perform related duties as assigned

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Executive Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience of a highly confidential nature, including one year of experience in a supervisory level and an associate's degree.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license may be required for some positions.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; complex clerical and administrative tasks; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex clerical support to executive management; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; oversee special projects and programs; meet critical deadlines; deal successfully with the public, in person, and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.