

CITY OF LATHROP

EXECUTIVE ASSISTANT TO THE CITY MANAGER

*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 direction, provides varied, complex, and highly responsible and confidential office management and executive level staff support to the City Manager, City Council and other Department heads as assigned; assists with the daily operation of city government activities and support services; including the handling of technical and paraprofessional work in support of the City Manager with economic development, business retention and community relations; project research and management of confidential and special projects, assists with the resolution of complex citizen and employee relations and matters; acts as the first point of contact for the City Manager and City Council, and the public to resolve issues and concerns; provides information to the public and staff requiring considerable knowledge of City and department services, policies, and procedures; manages the administrative functions of the City Manager's Office.

DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant to the City Manager** the highest-level administrative support class assigned to the City Manager's Office. This is a mid-manager level classification and is distinguished from other administrative positions by the performance of highly complex administrative/analytical, confidential and sensitive duties performed for the City Manager Office and the coordination of activities for designated executive staff and the Mayor and City Council. Incumbents are expected to exercise considerable independent judgment and discretion and apply experience in making decisions and providing information in accordance with established policies and procedures. The incumbent must be diplomatic and sensitive to the needs of City Council members, treating all members equally, and at the same time keeping the City Manager informed of any critical issues.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Manager. If assigned, may exercise direct and indirect technical and functional supervision over other administrative office support positions; may provide technical and functional direction to other staff and volunteers as needed.

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

- Provides executive level support to the City Manager, City Council and any assigned department head; performs a wide variety of sensitive, confidential, complex and highly responsible administrative and analytical duties; assists in the development and implementation of City Manager goals and objectives.

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- Performs research, analysis and assembly of information and data for the preparation of reports; conducts a variety of special projects and studies as directed by the City Manager and department heads; interact and discusses findings with department heads and provide options, recommendations and prepare reports of study findings for implementation.
- Provides high level of administrative and analytical support related to the execution of development and development projects; coordinates and oversees multiple special and confidential projects and programs related to economic development, community and business relations; conducts research and provides recommendations regarding project activity and meets critical deadlines.
- Provide first-line response to phone calls, e-mail, regular mail and visitors for the City Manager and City Council; prepare relevant correspondence as necessary; screen correspondence and route for review/signature if necessary; maintain City Manager's appointment schedule and calendar, arrange meetings, conference and public functions.
- Coordinates travel arrangements, conference reservations and maintains itineraries for the City Manager and Council Members to attend local and national events; performs reconciliations and related paperwork for payment.
- Assists in planning and coordinating special events for the City Manager and City Council and/or acts as a community relations liaison on behalf of the City Manager when assigned.
- Responsible for preparation of senior staff meeting agendas, meeting minutes and support material, general correspondence, press releases, public information items, legislative documents, contracts and agreements, purchase orders, staff reports and resolutions, City Council presentations for both open and closed session; assists in the follow-up for the City Council, development and senior management meetings; and maintains department web pages.
- Participates and assists in budget preparation; gathers information and prepares cost estimates for budget recommendations; prepares justifications, researches and monitors accounts; performs account analysis; monitors departmental budget and allocation of funds by assisting with the research and monitoring of various expenditures within the City Manager's, Economic Development and City Council budget, assisting with pricing and negotiations of purchases for general office equipment, supplies and assists with retaining contract services as needed.
- Maintains confidential legal and technical records and files for projects handled in the City Manager's Office.
- Interpret City policies, procedures, laws and regulations in response to inquiries and complaints; respond to sensitive requests for information and assistance; resolve citizen and business concerns and complaints; refer inquiries as appropriate; represents the City to callers and visitors in a professional and customer friendly manner. Performs related duties by arranging for, directing relations with constituency groups and arranges the distribution and dissemination of oral and written communication to the public; Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Identifies assistance needed by developers, businesses, or the general community; may respond to

information requests or needs from property owners, businesses and developers for contract execution, documents retrieval and general research.

- May provide supervision, direction, evaluation, and training to subordinate clerical and/or secretarial staff; may provide back-up to the Human Resources/Administrative Services Department when needed with routine and confidential administrative support functions.

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 to the City Manager**. A typical way of obtaining the required qualifications is to possess; (A) Equivalent of the completion of an Associates of Arts degree including or supplemented by college level courses in business or public administration or a related field; and (B) five (5) years of experience in public administration; and (C) five (5) years of progressively responsible experience working at an advanced administrative and analytical level including three (3) years of experience in a supervisory level; or (D) any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

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, procedures and practices of public administration; City codes and ordinances; complex clerical, administrative and analytical 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; working knowledge of modern records management techniques; ability to accurately record and maintain records; ability to analyze and interpret comprehensive analytical reports and documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with applicants, employees, city officials, labor unions and the general public; ability to maintain confidential and sensitive information; ability to understand and follow instructions and follow proper handling and management of occupational hazards and standard safety practices.

Ability to:

Provide complex clerical and analytical 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 personal computer, laptop, cell phone with smart data capabilities, and variety of word processing and software applications. Perform administrative and analytical assignments; evaluate projects and provide support as needed under minimal guidance. Prepare clear, concise and complete reports and or other written materials; collect, evaluate and interpret varied information and data, either in statistical or narrative form; and exercise sound independent judgment within established guidelines.