

EXECUTIVE ASSISTANT TO THE CITY MANAGER

GENERAL PURPOSE

Performs a wide variety of responsible, confidential and complex administrative duties for both the City Manager and City Council; interacts with department heads on behalf of the City Manager; acts as Deputy City Clerk; supervises receptionist and temporary clerical staff; acts as liaison between public and Council.

Also, performs a variety of routine and complex administrative, technical and para-professional work regarding various components of the personnel system of the organization, including keeping custody of personnel action and medical files for employees, administration of the Classification Plan, applicant screening, examination, selection, MOU administration and benefit administration.

The individual in this position is expected to exercise considerable independent judgment and apply experience in making decisions and providing information in accordance with established policies and procedures.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED:

Supervises Receptionist and clerical intern, as well as temporary and/or part-time clerical employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

City Manager Department:

Responsible for preparation of agendas and support material and assists in the follow up for the City Council and Redevelopment Agency meetings.

As Deputy City Clerk, serves in absence of City Clerk, including attending Council meetings, recording actions taken, signing, certifying, recording and transmitting official city documents.

Schedules activities in the Council Chambers and Conference Room.

Answers questions and handles complaints from the public; provides information which may require knowledge of laws or ordinances.

Relieves the City Manager of routine administrative and clerical details as necessary.

Prepares a variety of correspondence and reports.

Files and retrieves records and information.

Makes appointments, arranges conferences and meetings and maintains itineraries for the City Manager, Assistant to the City Manager and Council Members. Maintains and acts as custodian of confidential legal and technical records and files.

Operates a variety of office equipment including personal computer.

Performs research, analysis and assembly of information and data for the preparation of reports.

Screens department phone calls and directs them to the appropriate individuals.

Provides back up to the receptionist; answering phones and responding to inquiries at the public counter.

Designs new forms for computer use.

Maintains various logs and computer mailing lists.

Organizes, assigns and reviews the work of the receptionist and other clerical staff as assigned.

Personnel

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Prepares workers compensation reports for insurance carrier.

Assists in the administration of the employee performance appraisal system.

Assists in administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.

Assists in preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities. Reviews proposed salary actions to ensure conformance with established guidelines and policies.

Notifies employees and labor union representatives of changes in benefits programs.

Writes job descriptions for review by the Personnel Officer and develops recommendations to adjust salary structure.

Develops, posts, and advertises position vacancies; recruits, interviews, and assists in the selection of employees to fill vacant positions.

Conducts or arranges for oral interviews, and skills, intelligence, or psychological testing

of applicants, as appropriate and permissible; assists in the development of and administers oral examinations, written examinations, or assessment center examinations.

Reviews employment applications and evaluates work history, education and training, job skills, compensation needs, and other qualifications of applicants.

Informs applicants of job duties and responsibilities, compensation and benefits, work schedules and working conditions, company and/or union policies, promotional opportunities, and other related information.

Keeps records of applicants not selected for employment.

Administers manual and dexterity tests to applicants.

Assists in conducting salary surveys within labor market to determine competitive wage rate.

Plans and conducts new employee orientation to foster positive attitude toward organizational goals.

Conducts exit interviews.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Equivalent to the completion of an Associate of Arts degree including or supplemented by college level courses in business administration, human resources or a related field; and

(B) Three (3) years of experience in public personnel administration; and

(C) Five years of progressively responsible experience working at an advanced secretarial 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.

Necessary knowledge, skills and abilities:

A) Knowledge of modern policies and practices of public personnel administration; considerable knowledge of employee classification, compensation and benefits, recruitment, selection, training, and labor relations; working knowledge of the principles and practices of modern public administration and human resource administration; working knowledge of modern records management techniques;

B) Skill in preparing and administering job descriptions, announcements, and examination; skill in analyzing personnel programs and systems; skill in operating the listed tools and equipment;

C) Ability to accurately record and maintain records; ability to analyze and interpret comprehensive job requirements; 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.

SPECIAL REQUIREMENTS

Possession of a valid California motor vehicle operator's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer; calculator, telephone, copy machine, postage machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 1/01/02