

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, oversees and assists in the completion of research and policy development projects for the City Manager, City Council, or designee(s).

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Oversees and assists in the completion of research and policy development projects for the City Administration, City Council or designee(s); reviews professional journals and periodicals, government reports, newspapers and industry magazines for potential impact on City operations; researches, prepares and tracks project and staff reports; edits and proofs layout of newsletters and submits to supervisor for authorization to print; updates and maintains mailing lists; reviews legislation and prepares correspondence to constituency members and legislative bodies; reads and summarizes management reports.

Distributes work assignments to assigned staff; monitors and reviews project progress; coordinates, schedules and attends meetings; reviews contracts and invoices and recommends payment; analyzes project issues or problems and conducts research to develop a solution or resolution; assists responding to inquiries and complaints from City staff and citizens.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations

Knowledge of City and Department policies and procedures

Knowledge of research and report preparation techniques

Knowledge of and proficient in operating a personal computer and MS Office software package

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations

Skilled in assessing and prioritizing multiple tasks, projects, and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing

Ability to perform essential duties with minimum supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Public Administration, Communications, Management or closely related field, **AND** five (5) years experience in government administration **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.