

CITY OF SIMI VALLEY

EXECUTIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direct supervision, performs a wide variety of responsible, confidential and complex administrative, technical and secretarial duties for the City Manager; acts as a liaison with City departments, staff, outside agencies and the general public; and ensures the efficient operation of the City Manager's office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of responsible, confidential and complex administrative, technical and secretarial duties for the City Manager.
2. Participate in administrative duties relating to the City Manager; act as liaison between the City Manager, staff, public and outside agencies.
3. Maintain calendars of activities, meetings and various events; coordinate activities with City departments, the public and outside agencies; coordinate travel arrangements as necessary.
4. Receive, sort and distribute correspondence to City staff and the City Manager; compose and type or word process return correspondence as appropriate.
5. Update the City website and post press releases and City Manager and City Council updates.
6. Train, motivate and evaluate lower level administrative, clerical and support staff; provide or coordinate staff training; work with employees to correct deficiencies.
7. Attend meetings as requested by the City Manager; coordinate monthly meetings with Assistant City Clerk and administrative support staff.
8. Answer questions and provide information to City staff and the public regarding City procedures and policies; follow up on sensitive customer complaints and inquiries.
9. Ensure the smooth and efficient operation of the City Manager's office.
10. Assist in a variety of department operations; perform special projects and assignments as requested.
11. Provide clerical support to council members as requested.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations of the City Manager's office.

Policies and procedures of City organizations.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles and practices of customer service.
English usage, spelling, grammar and punctuation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles of supervision, training and performance evaluation.

Ability to:

Perform responsible and difficult secretarial and administrative support services involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Manage sensitive and confidential situations and materials.
Supervise, train and evaluate assigned staff.
Respond to requests and inquiries from the general public.
Interpret and apply administrative and departmental policies and procedures.
Independently prepare correspondence and memoranda.
Type at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial training. College level course work in business administration, computer science, or a related field is desirable.

Experience:

Four years of increasingly responsible administrative and secretarial experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting; exposure to computer screens.

Physical: Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time and extensive use of a computer keyboard.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

CITY OF SIMI VALLEY
Executive Assistant (*Continued*)

Johnson & Associates

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