

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

**TITLE: EXECUTIVE ASSISTANT
TO THE CITY MANAGER**

**JOB CODE: 1015
FLSA Status: Exempt**

Created: November 2013

Revised: May 2023

DEFINITION

Under direction, provides varied, complex and often confidential office administrative assistance to the City Manager, City Attorney, City Clerk and associated supervisory and professional staff; performs related work as required.

Receives direction from the City Manager or other assigned executive management staff. May provide direct or indirect supervision over assigned clerical staff.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other City administrative support classes in that the nature, diversity and scope of responsibilities originate from the executive management level and require the frequent use of tact, discretion, initiative and independent judgment. Responsibilities include regular contact with government officials, City Council, board or commission members, representatives of business or community organizations, the public and all levels of City personnel to exchange information and explain administrative policies and procedures.

EXAMPLES OF DUTIES

The duties listed below are illustrative only.

Performs responsible, complex and confidential administrative duties for the City Manager and other executive management staff, including the Assistant City Manager, City Attorney and City Clerk, including maintaining appointment schedules and calendars, arranging meetings and conferences, coordinating travel and a variety of City activities, which may include special events and functions.

Represents the City to the public, business community and other agencies at the request of the City Manager and executive staff.

Provides significant City Hall front desk coverage.

Compiles and maintains complex and extensive records.

Provides follow-up and research information on inquiries and requests, which require knowledge of the City's services, programs, policies and procedures; resolve issues and respond to special assignments which require interdepartmental, staff or intergovernmental communications.

Prepares contracts/agreements received from City departments and processes for required signatures; maintains contracts/agreements log, file and tracking system.

Provides technical assistance to all City departments, other public agencies and the general public, and may perform as a Notary Public for City documents, as needed.

Researches and responds to request(s) for documents and information from the public, private agencies and City staff.

Assists in the preparation and distribution of the City Council/Agency/MESA and Executive Session Agenda, action recaps, legal noticing of City Council and committee meetings and executes resolutions and ordinances following adoption.

Receives and screens phone calls, takes messages and provides factual information regarding City activities, services, fees, programs and requirements which may require the use of tact and judgment; responds to inquiries with factual information.

Interacts with a variety of elected and appointed officials, department heads and members of the public.

Types a wide variety of reports, forms and specialized documents; types materials from drafts, notes, dictated tapes or brief instructions using standard office equipment; proofreads and edits materials for accuracy, completeness and correct English usage.

Compiles information and performs research on projects assigned by the City Manager; codes, enters and retrieves data used in the preparation of reports; reviews computer produced reports for accuracy and makes corrections as required.

Processes forms such as purchase requisitions, purchase vouchers and other financial, payroll or personnel forms and assists in the preparation of the annual budget.

Issues and receives various forms; opens and distributes departmental mail, orders and maintains inventory of office supplies.

Provides support updating and posting communication for the City website and social media to keep the community updated.

Assists with the City's record retention policy and document retention.

May assist in planning, organizing and conducting municipal elections, coordinate the filing for state and local campaign statements under the Political Reform Action and be deputized to administer oaths of office.

QUALIFICATIONS

Any combination of education and experience as follows:

Education

The equivalent to graduation from high school. An Associate's degree and college-level coursework in public administration, business or related field is desirable.

and

Experience

Five (5) years of responsible office administration in providing support for executive level staff. Experience working with governmental, community and business representatives is desirable.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, a valid California Driver's License by time of appointment. License as a Notary Public within one (1) year of appointment to the position is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of the City, procedures and operating details of city government, including role of the City Manager, City Attorney, City Clerk and elected officials; English usage, spelling, grammar and punctuation; modern office administrative practices and procedures, including business letter writing and the operation of a variety of office equipment; word processing, spread sheet, records management systems and desk top publishing software; report preparation, basic business mathematics and basic budgetary principles; effective methods of communication both orally and in writing; record keeping including filing, indexing and cross referencing; research methods and techniques.

Ability to exercise good judgment, sensitivity and confidentiality; interpret and apply administrative and departmental policies, procedures, laws and regulations; work cooperatively with departments, City officials and outside agencies; analyze and resolve routine and complex administrative problems; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; analyze situations carefully and adopt effective courses of action; communicate clearly and concisely both orally and in writing; perform responsible and complex administrative support work involving independent judgment and personal initiative; establish, organize and maintain complex records, documents and filing systems; establish and maintain effective working relations with the public, other agencies, City officials and other City employees; be a proficient and advanced user of Microsoft Office applications; research, compile and organize data for use in reports and special projects; prioritize work and coordinate several activities with competing deadlines; occasionally work outside normal office hours.