



CITY OF BANNING, CALIFORNIA

Executive Assistant

Job Code: 1605

FLSA [] Exempt [X] Non-Exempt

JOB DEFINITION: To perform a variety of highly responsible and complex secretarial and administrative support duties to a Division Head, Department Head, City Manager, elected official or designee handling administrative details and coordination of day-to-day office operations; may supervise clerical staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS: The Executive Assistant position is distinguished from other administrative support classes by the higher degree of independent judgment required; a thorough knowledge of divisional, department and City-wide procedures and policies; and the ability to choose among a number of alternatives in performing a variety of complex assignments without instruction and in scheduling and completing work. Incumbents routinely handle highly confidential and sensitive information; may serve as staff support on internal and external committees, may have budget preparation and administration responsibility; and may represent the City and/or City executive/elected officials as required.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Depending on the area of the assignment, duties may include, but are not limited to, the following:

Perform a wide variety of responsible, complex and confidential duties for designated individuals at the Division Head level.

Interpret and apply divisional policies and procedures in response to inquiries and make appropriate referrals.

Review, log, prioritize and route correspondence.

Take and transcribe dictation from rough draft, shorthand notes or recordings.

Respond independently to letters and general correspondence of a routine nature.

Maintain appointment schedules, daily calendars and make travel arrangements.

Assist in agenda preparation, gather information and contact meeting participants.

Gather, organize and prepare information for routine reports.

Recommend organizational or procedural changes affecting administrative support activities.

Compile and maintain complex and extensive records for a department.

Maintain a variety of files and records of information.

Maintain manuals and update resource materials.

May serve as secretary and/or administrative staff to a board or commission, preparing the agenda and taking minutes of meetings.

Assist in the assigning, supervision and participation in the work of the administrative support section of an assigned department or division.

Review work upon completion for conformance to divisional requirements.

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REPRESENTATIVE DUTIES: (continued)

Participate in the preparation and administration of Department budget.

Perform specialized projects, including collecting, compiling and summarizing information obtained.

Serve on various internal and external committees; represent the City and/or City executive/elected official as required.

Assist in developing, analyzing and evaluating policy and procedures.

Coordinate activities, events and correspondence involving all City departments/department heads.

May select, train, supervise and evaluate subordinates.

KNOWLEDGE AND ABILITIES:

- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of modern office methods and standard office equipment usage.
- Knowledge of computer software, including word processing applications, at an advanced level.
- Knowledge of reception and telephone techniques.
- Knowledge of principles and practices of classifying, indexing, processing, retrieving and controlling a large volume of records.
- Knowledge of principles of supervision and training.
- Knowledge of modern office administration practices and procedures.
- Knowledge of principles and practices of effective business communication.
- Knowledge of rules and procedures governing the notice and conduct of public meetings.
- Knowledge of record keeping, account maintenance and purchasing practices and procedures.
- Knowledge of City boards and committees.
- Knowledge of organization, procedures, ordinances and rules applicable to department to which assigned.
- Knowledge of procedures and operating details of municipal government; City-wide policies and procedures.
- Knowledge of research techniques, sources and availability of information.
- Knowledge of report writing and presentation.
- Knowledge of communications/media services and resources.
- Knowledge of employment selection practices and principles.
- Ability to plan, organize and carry out secretarial work to meet deadlines.
- Ability to receive highly sensitive information and maintain confidentiality.
- Ability to understand and carry out oral and written directions.

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KNOWLEDGE AND ABILITIES: (continued)

- Ability to operate office equipment, a personal computer and utilize various software and/or new technology.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain division head's working calendar and schedule appointments and meetings.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to assist in compiling and maintaining complex records and preparing technical reports for a division.
- Ability to work independently in the absence of a supervisor.
- May exercise the ability to plan, organize and supervise the work of other clerical staff.
- Ability to perform relatively complex arithmetic and statistical calculations and computations rapidly and accurately.
- Ability to interpret and apply administrative and divisional rules, policies and procedures.
- Ability to analyze situations carefully and adopt effective courses of action.
- Ability to assist in developing, analyzing and evaluating policies and procedures.
- Ability to compose correspondence and business letters from brief instructions.
- Ability to interpret and apply administrative and departmental rules, policies and procedures.
- Ability to compose correspondence independently.
- Ability to compile and maintain complex and extensive records and files for a department.
- Ability to represent the department using good judgment, poise, tact and diplomacy.
- May exercise the ability to supervise, train, and evaluate subordinates.
- Ability to establish and maintain professional effective working relationships with diverse groups and individuals.

MINIMUM QUALIFICATIONS: A high school diploma or GED supplemented by specialized administrative support/business related courses and five (5) years of experience performing increasingly complex and highly responsible office and administrative support work, of which at least (2) two years involved administrative support work for one or more managers. An Associate's Degree is preferred. Municipal/public sector government experience is highly desirable.

ADDITIONAL REQUIREMENTS: Demonstrated proficiency at an advanced level in Word and/or Excel. Possession of a valid California driver's license.