

AGENDA
ITEM

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CITY COUNCIL
AGENDA STAFF REPORT

DATE: March 13, 2024
TO: Mayor and City Council
APPROVED BY: Esperanza Colio Warren, City Manager *Esperanza Colio Warren*
PREPARED BY: Eduardo Ainza, Acting Fire Chief
Denise Garcia, H.R./R.M. Manager *Denise Garcia*
SUBJECT: Approve the Elimination of the Executive Assistant Position and Addition of an Administrative Assistant Position in the Fire Department Organizational Structure
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Recommendation:

Approve the elimination of the Executive Assistant position and the addition of an Administrative Assistant position in the Fire Department organizational structure.

Background:

The City of Calexico Fire Department has one budgeted Executive Assistant position that has been filled for over forty years by the same employee and has been left vacant by their recent retirement. This job classification exercises considerable discretion in performing a wide variety of activities in the Fire Department. After a thorough review of the organizational responsibilities for this classification it has been determined that with the elimination of the Executive Assistant position and the addition of an Administrative Assistant position, some of the existing workload and duties would be reduced and/or reassigned to other classifications within the organization. The elimination and addition of positions provides the department with the opportunity and ability to fill a lower entry level position with ease in a highly competitive job market. The replacement of the Executive Assistant position also allows for future Administrative Assistant incumbents to develop their job skills specific to the Department's needs and aligns with the City's desire to work towards creating an organizational structure for a succession plan in the near future.

Discussion and Analysis:

The elimination of an Executive Assistant position and the addition of an Administrative Assistant position provides an immediate reduction in salaries and benefit costs. Staff have discussed the proposed changes with representatives from the Calexico Municipal Employee Association (C.M.E.A) and no concerns were raised.

Fiscal Impact:

A cost savings of \$16,264.01 for FY 2023/2024.

Coordinated With:
Finance Department
Human Resources Department

Attachment(s): Executive Assistant Job Description
 Administrative Assistant Job Description



CITY OF CALEXICO

CLASS TITLE: EXECUTIVE ASSISTANT

MONTHLY: \$4,216 - \$5,124

RANGE: E-10

BASIC FUNCTION:

Under the direction of an assigned director, perform a variety of administrative assistant duties to relieve the director of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the director.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant classification performs varied and highly skilled administrative assistant duties as primary support to a director or department head. The classification requires thorough knowledge of department organization, operations, policies and procedures. The Administrative Assistant classification provides primary support to a supervisor, coordinator or manager, or secondary support to a department head or the City Manager. Incumbents relieve the assigned supervisor of administrative and clerical detail.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of administrative assistant duties to relieve the director of administrative and clerical detail; assure smooth and efficient office operations; assist with coordinating and assuring proper and timely completion of projects and activities; plan, coordinate and organize office activities and coordinate flow of department communications and information.

Serve as the primary assistant to the director; provide public relations and liaison services; initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; schedule and arrange projects, appointments, meetings and other events; serve as a liaison between the director, other departments, outside agencies and the public concerning department activities.

Receive visitors, including administrators, staff and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving a variety of issues and problems; refer difficult issues to the director; provide technical information related to department operations and related projects, standards, activities, functions, laws, rules, regulations, policies and procedures.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, lists, schedules,

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fliers, notices, requests, purchase orders, requisitions, work orders, permits, plans, procedural documents, contracts and other materials.

Prepare and maintain a variety of records, logs and reports related to programs, projects, services, financial activity, accounts, budgets, personnel, communications, meetings and assigned duties; establish and maintain filing systems; review, revise, edit, format and proofread a variety of documents and information.

Input and update a wide variety of data in an assigned computer system; maintain automated files and records; create queries, develop spreadsheets and generate a variety of computerized lists, forms, documents and reports; assure accuracy of input and output data.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Calculate, prepare and revise accounting data; update accounts and budgets with income and expenditures as required; arrange for billings and demands for payment; balance and reconcile accounts as directed; collect, process and account for monies and deposits as required; assist in assuring expenditures do not exceed established budget limitations as assigned.

Coordinate and attend a variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed; transcribe recorded interviews as assigned.

Receive, sort and distribute incoming mail, packages and materials as required; contact others to request documents as needed; prepare outgoing mail and materials for distribution; coordinate travel arrangements and reservations as necessary.

Maintain appointment, project and activity schedules and calendars; reserve facilities and equipment for meetings and other events as needed.

Communicate with personnel, administrators, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Monitor inventory levels of office and designated supplies and equipment; order, receive and maintain appropriate levels of inventory; prepare and process purchase orders, invoices and requisitions and arrange for payments as required.

Perform special projects and prepare various forms and reports on behalf of the assigned director; attend to administrative details on special matters as assigned.

Train and provide work direction and guidance to designated personnel as required.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.
Organization, operations, policies and objectives of assigned programs and activities.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
General methods, procedures and terminology used in clerical accounting work.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Perform a variety of secretarial and administrative assistant duties to relieve the director of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the director.
Assure smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Perform a variety of clerical accounting duties in support of assigned activities.
Type or input data at 50 words per minute from clear copy.
Understand and resolve issues, complaints or problems.
Answer telephones and greet the public courteously.
Communicate in a designated second language as assigned by the position.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

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Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years of clerical or secretarial experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.



CITY OF CALEXICO

CLASS TITLE: ADMINISTRATIVE ASSISTANT

MONTHLY: \$3,156 - \$3,836

RANGE: G-18

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications, correspondence and information in support of assigned functions and activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant classification provides primary support to a supervisor, coordinator or manager, or secondary support to a department head or the City Manager. Incumbents relieve the assigned supervisor of administrative and clerical detail. The Executive Assistant classification performs varied and highly skilled administrative assistant duties as primary support to a director or department head. The classification requires thorough knowledge of department organization, operations, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; assure smooth and efficient office operations; coordinate flow of communications and information in support of assigned functions and activities.

Serve as the secretary to the assigned supervisor; provide communication services; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Receive visitors, including administrators, staff and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to program or department operations, activities, standards, requirements, time lines, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to projects, accounts, department functions, issues, financial activity, meetings and assigned duties; establish and maintain filing systems.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, permits, work orders, memoranda, announcements, bulletins,

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agenda items, lists, notices, reports, flyers, requisitions and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; prepare and process a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect and verify accuracy and completeness of various documents.

Calculate, prepare and revise accounting data; arrange for billings and demands for payment; assist with reconciling and balancing accounts; process invoices and purchase orders and arrange for payments as assigned; collect, process and account for monies and deposits as required.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; develop spreadsheets, initiate queries and generate various computerized lists, forms, documents and reports as requested; assure accuracy of input and output data.

Receive, sort and distribute incoming mail, packages and materials as required; contact others to request documents as needed; prepare outgoing mail and materials for distribution.

Communicate with personnel, administrators, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Maintain appointment and activity schedules and calendars; reserve facilities for meetings and other events as needed.

Coordinate and attend a variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and objectives of assigned programs and activities.

General terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Principles and practices of data processing.

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Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail.
Coordinate flow of communications, correspondence and information.
Assure smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned activities.
Type or input data at 45 words per minute from clear copy.
Answer telephones and greet the public courteously.
Communicate in a designated second language as assigned by the position.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.