



CITY OF CALEXICO

CLASS TITLE: EXECUTIVE ASSISTANT

MONTHLY: \$3,639 - \$4,423

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,

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.

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.