

CITY OF LOMA LINDA

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general supervision, provides a variety of responsible, confidential and complex secretarial, clerical, and routine administrative services in support of the City Manager as well as City Council; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

The Executive Secretary to the City Manager classification is unique to the Administration Department and represents the most senior clerical position in the City. The classification is distinguished by its responsibility for confidential and complex secretarial duties and administrative tasks requiring the use of discretion and independent judgment in support of the City Manager's Office, City Council and City Clerk, as Deputy City Clerk. Additionally, a continuing evaluation of ways in which the Executive Secretary to the City Manager can relieve the City Manager of detail work or improve clerical systems for the entire City is an integral part of the position.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provides direct secretarial support to the City Manager and City Council; prepares and edits correspondence, often working from notes or verbal instructions, and initiates routine correspondence in accordance with established procedures; reviews incoming correspondence and routes in accordance with established procedures; takes shorthand and/or transcribes recorded dictation; maintains calendar of appointments; receives visitors; makes travel and meeting arrangements.
2. Answers and screens phone calls for City Manager and City Council.
3. Performs a variety of clerical tasks including typing, proofreading, filing, editing, office equipment operation; sorts, files, maintains, prepares and/or processes a variety of documents and records according to established procedures; maintains files and resource materials in Staff Library; maintains calendar for Council Chambers, Staff Library and department conference room.
4. Collects information and assists in preparation of City Council agendas; may attend meetings and take notes of proceedings, prepare minutes and directed documents.

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EXAMPLES OF DUTIES (continued)

5. Responds to inquiries from the public, other departments and agencies; refers inquiries to the appropriate authority, or provides information requiring an understanding of City programs, policies and procedures.
6. May direct other staff in the course of performing assigned tasks; coordinate work assignments; supervise and train office clerical staff; make recommendations on clerical appointments; participate in personnel administration activities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include four years of progressively responsible clerical and secretarial experience which involved administrative responsibilities of a highly sensitive nature, contact with the public, and some experience coordinating the work of others in completing assigned tasks, supplemented by specialized training in the secretarial occupational field.

Knowledge, Skills, and Abilities

Thorough knowledge of office procedures, filing systems, records management, and business communications. Knowledge of basic supervisory principles and practices. Skill in the operation of a variety of office equipment including typewriter operation at a rate of 70 wpm or word processing equipment at a comparable rate, and shorthand at 80 wpm or machine transcription at a comparable speed. Ability to compose correspondence and prepare reports; understand and explain department policies and procedures; conduct sensitive administrative assignments with discretion; use and edit for correct English, grammar, punctuation and spelling; maintain accurate records; supervise, train and coordinate the work of office support staff; communicate effectively, both orally and in writing; work independently; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.