

EXHIBIT B

CITY OF EMERYVILLE/MESA

Created: November 5, 2013
Revised:
TITLE: 1015
FLSA: EXEMPT

EXECUTIVE ASSISTANT TO THE CITY MANAGER

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.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS 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 or 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 ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs responsible, complex and confidential administrative duties for the City Manager and other executive management staff, including the City Attorney and City Clerk, including maintaining appointment schedules and calendars, arranging meetings and conferences, coordinating travel and a variety of City activities, 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.
- 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.
- Processes contracts/agreements received from City departments for required signatures; maintains contracts/agreements log, file, and tracking system; prepares quarterly reports of contracts/agreements.

- 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 of same.
- 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 perform 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, 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.
- 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

Knowledge of:

- Organization, 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 and secretarial practices and procedures, including business letter writing and the operation of a variety of office equipment.
- Work 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.
- Personal and on-line computer systems and equipment.

Ability to:

- 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 difficult 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.
- Operate modern office equipment including personal and on-line computer and related software, including word processing, spreadsheets, basic publishing software and charting software.
- Utilize a keyboard and mouse accurately at an effective word processing speed of 50 words per minute.
- Research, compile and organize data for use in reports and special projects.
- Prioritize work and coordinate several activities with competing deadlines.
- Work outside normal office hours.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in public administration, business or related field. An Associate degree is desirable. 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.

PHYSICAL DEMANDS

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, photocopier, word processor; ability to sit for extended periods; stand, walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.