

EXECUTIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To perform a wide variety of responsible, confidential and complex administrative, technical and secretarial duties for the City Manager and Director of Support Services; to provide information and assistance to the public; to prepare reports and attend meetings; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and Director of Support Services.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

1. Perform a wide variety of responsible, confidential and complex administrative, technical and secretarial duties for the City Manager and Director of Support Services.
2. Participate in administrative duties relating to the Office of the City Manager; act as liaison between the City Manager, staff and outside agencies.
3. Maintain calendar of activities, meetings and various events for the City Manager; coordinate travel arrangements and hotel accommodations; schedule use of all conference rooms; coordinate meetings and conferences with public officials; coordinate assigned activities with City departments, the public and outside agencies.
4. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; refer inquiries to other staff as appropriate.
5. Type, proofread and edit a wide variety of comprehensive, complex and confidential reports, letters, memoranda, correspondence and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation using shorthand or dictation equipment as required; review finished materials for completeness, accuracy, format and compliance with applicable policies and procedures.
6. Maintain records and logs and develop reports concerning new or ongoing City programs and program effectiveness; prepare statistical reports as required.
7. Receive, sort and distribute incoming and outgoing mail and correspondence; copy and distribute as requested.
8. Answer questions and provide information to City staff and the public regarding City procedures and policies; refer inquiries as appropriate.
11. Review, research and summarize a variety of fiscal, statistical and administrative information; prepare related reports, newsletters and correspondence.
12. Assist in a variety of department operations; perform special projects and assignments as requested.
13. Operate a variety of office equipment including copiers, facsimile machine and computer; input and retrieve data and text; organize and maintain disk storage and filing.

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14. Assist in the development, preparation, monitoring and coordination of the City Manager's budget; purchase office equipment and supplies.
15. Utilize a computer network system to input or retrieve data and prepare reports using appropriate word processing or spreadsheet applications and databases.
16. Provide information and assistance to the general public; respond to complaints or requests received for the City Manager.
17. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipality.
Professional office and administrative practices and procedures.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles and practices of customer services.
Techniques of business letter writing and report preparation.
Principles and procedures of filing and record keeping.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Perform professional administrative support services involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Independently prepare correspondence and memoranda.
Take and transcribe dictation at a speed necessary for successful job performance.
Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
Research, compile and summarize a variety of informational materials.
Work independently in the absence of supervision.
Work cooperatively with other departments, City officials and outside agencies.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

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

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training or related business coursework.

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Experience:

Five years increasingly responsible administrative or secretarial support experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting; exposure to computer screens.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and printed documents.