



JOB DESCRIPTION

Title:	Executive Assistant	Status:	Full-Time
Department	Administration	Pay:	See Announcement
Reports To:	City Manager/Asst. City Manager	FLSA Status:	Exempt

POSITION SUMMARY

The Executive Assistant position provides professional-level managerial support to the City Manager and Assistant City Manager on a variety of difficult, complex and sensitive administrative matters; provides high-level research and analysis; reviews, reports, and monitors legislative and other intergovernmental activities. Responsibilities require tact, discretion, diplomacy, initiative and independent judgment, as well as knowledge of City activities, procedures, and policies. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of City functions and the competence to perform duties that require the exercise of confidentiality, discretion, and independence with respect to matters of significance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Provides primary administrative support of a highly complex, responsible, and confidential nature to the City Manager and others as directed by the City Manager
- Assists in drafting correspondence, preparing presentations, and other materials
- Ensures the timely preparation of necessary meeting arrangements (e.g., meeting room reservation, meal service, room setup, etc.), agendas, and materials, remain flexible with last-minute schedule changes and urgent meeting requests
- Directs and participates in the preparation of various documents, including but not limited to correspondence, reports, resolutions, ordinances, contracts, and presentation materials
- Manage complex calendars and schedules appointments for the City Manager and others as directed.
- Provides timely information, referral, assistance, and follow-up in response to resident and staff requests, inquiries, and complaints
- Conducts research, develops options or solutions, and makes recommendations on a variety of administrative problems and concerns; participates in management level decision-making by advising on policies, programs, and actions
- May represent the City Manager's Office on internal committees and groups
- Coordinate and attend advisory committee meetings, advising on procedures, and managing meeting logistics to ensure smooth operations
- Develop and implement methods to enhance customer service, streamline application processes, and improve the preparation of reports, memorandums, and forms
- Maintain accurate and comprehensive records of departmental activities
- Maintains effective and extensive professional relationships with representatives of other local, state and federal agencies

- Perform other duties as assigned that support the overall objectives of the position, demonstrating flexibility and adaptability in meeting the City's needs

MINIMUM REQUIRED QUALIFICATIONS

- Valid Class C drivers license, or the ability to obtain within the first 6 months of employment
- A bachelor's degree in public or business administration, political science or a closely related field from an accredited college or university
- Five (5) years' increasingly responsible experience conducting complex administrative analysis, managing legislative affairs, or other professional-level municipal management support activities including lead or supervisory experience
- Five (5) years of experience in a municipal government setting
- Satisfactory combinations of experience and training which demonstrate the knowledge, skills, and abilities to perform the essential duties may be considered

PREFERRED QUALIFICATIONS

- A master's degree in business, public administration, political science, or a closely related field from an accredited college
- Association of Records Managers and Administrators (ARMA) certification
- Certified Municipal Clerk (CMC) through Oregon Association of Municipal Records, preferred

KNOWLEDGE SKILLS ABILITIES

- Expert proficiency working with Windows-based software, particularly advanced level Microsoft Office Suite skills in Outlook, Word, Excel, and PowerPoint. Ability to set up and host Zoom meetings and webinars, including managing registration for webinars and meetings
- Ability to anticipate the needs of the City Manager to complete important tasks without being asked
- Extensive knowledge of municipal governance structure, practices and policies
- Experience providing senior level administrative support to executives with proven aptitude to manage numerous confidential documents and issues on behalf of an executive
- Complete work assignments in a thorough and detail focused manner
- Maintain prompt and regular attendance with the ability to work flexible hours, weekends, and attend evening meetings as required
- Working knowledge of management and supervisory practices and principles
- Proven self-management skills and ability to manage day-to-day operations
- Skilled in analyzing a situation, assessing alternative solutions and recommending an effective course of action
- Exceptional written and verbal communication skills
- Strong capacity to navigate and assist with high-profile, sensitive, and politically complex situations, maintaining professionalism and discretion
- Produce written documents using proper sentence structure, punctuation, grammar, and spelling
- Review, discuss, and advise executive staff regarding legislative and policy issues
- Interact with public officials, work cooperatively with employees, customers, clients, and the public
- Communicate orally in group, face-to-face, and one-on-one settings
- Must possess excellent customer service skills and the ability to act as an ambassador to the community
- Highly motivated and able to work independently yet remain a member of a team
- Superior organizational and time management skills, with the ability to prioritize and handle multiple tasks in a fast-paced environment

- Demonstrated ability to exercise sound, independent judgment and provide recommendations within established policy frameworks

PHYSICAL AND WORK ENVIRONMENT

The physical and work environmental characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms
- Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities
- Work has no exposure to adverse environmental conditions
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic)

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name