

CITY OF COVINA
EXECUTIVE ASSISTANT TO THE CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties in support of the City Manager and City Council; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Executive Assistant to the City Manager** is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organization and coordination of workload, maintenance of a calendar, scheduling of appointments, and preparation of reports. This classification is distinguished from the next lower classification of Senior Secretary by the performance of sensitive and confidential duties related to the administrative support of the City Manager/Executive Director CRA/City Council and other related departments/divisions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager and Assistant City Manager. The incumbent may provide functional supervision to lower level office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties in support of the City Manager and City Council; assists the public by providing information personally or directing information requests according to established procedures.
- Performs a wide variety of sensitive and confidential routine and complex office, clerical and administrative support tasks and duties.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to all callers and visitors in a professional and customer friendly manner.
- Uses computers to enter and prepare a variety of documents, including general correspondence, reports, memos, and fliers from rough drafts or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents.

EXECUTIVE ASSISTANT TO THE CITY MANAGER

Page 2

- Compiles and maintains records and prepares reports; takes minutes at meetings; assists in the preparation of the budget by preparing budget documents, estimating cost increases, submitting budget data for review and tracking expenditures; sorts, opens, and distributes mail; purchases goods and supplies; supplies account numbers for items ordered; reviews purchase orders processed for payment through the City's finance system (IFAS); processes payroll for various departments/divisions as required.
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences.
- Assist with the preparations for newly elected Council members and annual reorganizations; prepares and assists with agenda items as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Assistant to the City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of significant, directly related and progressive administrative and clerical support experience. An associate's degree is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office, administrative and clerical policies and procedures; City codes and ordinances; basic principles of mathematics; applicable federal, state and local laws, codes and regulations;

EXECUTIVE ASSISTANT TO THE CITY MANAGER

Page 3

methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex clerical support to executive management and other City employees; read, understand and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns and needs; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.