

CITY OF GLENDALE

TITLE: Executive Administrative Assistant **CLASS CODE:** 131

REPORTS TO: Deputy City Manager or Special Projects Administrator **GRADE:** 21

DEPARTMENT: Various **FLSA:** E

JOB SPECIFICATION DATE: July 1, 2008 cm

JOB SUMMARY

Provides a variety of highly responsible, confidential and executive administrative duties including, planning, organizing and supervising office support staff, providing research and reporting, office coordination and budget participation and monitoring.

ESSENTIAL FUNCTIONS

1. Prepares and types reports, minutes, ordinances, Council agendas, communications, and correspondence.
2. Composes correspondence for the City Manager.
3. Participates in the preparation and monitoring of the department or program budget.
4. Receives, investigates and answers sensitive phone calls, citizen inquiries, and complaints; provides information, resolves problems or refers calls to the appropriate person for action.
5. Schedules meetings and keeps a calendar for City officials; makes travel arrangements.
6. Gathers background information and materials for meetings, reports, speeches or correspondence.
7. Opens, distributes, answers or routes daily mail.
8. May supervise and coordinate the work of office support staff.
9. Reviews workload and methods and develops and modifies policies, procedures and systems to facilitate efficiency and productivity.
10. Makes arrangements for special events or other meetings.
11. Prepares and monitors departmental budget.
12. Prepares personnel and payroll records, purchasing and expenditure forms and reports.
13. Maintains office files and inventory of supplies.

SECONDARY FUNCTIONS

14. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

City government operations, organizational structure, city officials and their functions
Modern office practices, procedures and equipment
Business English, grammar, spelling, vocabulary, and arithmetic
Record keeping systems
Effective customer service skills and practices

Skill in:

Typing, word processing, and dictation
Computer operation and applicable software

Ability to:

- Plan, organize and supervise the work of others
- Establish and maintain effective working relationships with high level public officials, City Council members and the general public
- Research and resolve citizen problems and complaints
- Communicate effectively, both orally and in writing
- Maintain complete and accurate records; organize and cross-reference materials and records
- Prepare accurate documents including reports, minutes and correspondence
- Exercise independence, judgment, diplomacy and discretion while handling confidential, legal, and sensitive matters
- Perform arithmetic calculations with speed and accuracy

WORKING CONDITIONS

Office setting.

MINIMUM REQUIREMENTS

Associate's Degree in office management, public administration or the executive secretary field, and four years of increasingly responsible experience as an administrative secretary.

Any equivalent combination of experience, education or training that provides the necessary knowledge, skills and abilities, is qualifying.