

EXECUTIVE ASSISTANT

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of departmental functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative duties in order to relieve the department head of designated administrative responsibilities. Work includes developing improved methods and procedures for department operations and organization. Duties also involve planning, supervising, and evaluating the work of subordinate employees. An employee in this class may act for the department head as required. Work is performed independently with work being reviewed by a department head in the form of written reports and results achieved. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Examines existing departmental operations and recommends necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls; analyzes work methods of subordinate staff; develops and implements improved work procedures.

Coordinates the Mayor's schedule including in-house appointments, speeches and outside appearances, media briefings, proclamation signings and travel arrangements.

Coordinates Mayoral appointments to City advisory boards and committees.

Compiles and calculates statistical data in the preparation and administration of the annual budget; formulates initial draft of annual budget; reviews and approves routine budgetary expenditures.

Resolves routine departmental problems in accordance with established departmental policies and procedures.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and makes recommendations based on findings.

Relieves department head of designated administrative duties pertaining to the operation of the department.

Plans, organizes, supervises and assigns the work performed by subordinates; coordinates work flow; interviews, makes recommendations on hires, and evaluates subordinates.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods and practices of municipal finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of research techniques, methods and procedures.

Ability to coordinate a wide variety of activities.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the public.

Ability to communicate effectively both orally and in writing.

Ability to plan, organize, supervise and evaluate the work of subordinate employees.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration or related field; and considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration or related field with experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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