

CITY OF REDWOOD CITY EXECUTIVE ASSISTANT

DEFINITION

To perform paraprofessional programmatic oversight in areas related to City-wide or publicly-visible areas; to provide office administrative, procedural and budgetary and other oversight and support to the City Manager, Assistant to the City Manager and the Mayor and Council; to oversee and supervise office support staff of the City Manager's Office; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position administrative and secretarial support class provides a high level of office administrative, secretarial and programmatic support to the City Manager's office. Successful performance of the work typically requires both analytical and interpersonal communication abilities as well as the ability to synthesize and summarize information. This class is distinguished from other Administrative Assistant and Administrative Secretarial classes by the level and scope of responsibility and the tact and discretion required as a representative of the City Manager's office.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager. Direct supervision of office support staff is required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provides oversight to one or multiple programmatic areas, depending upon the needs of the City and the City Manager's office; ensures that work is completed in an appropriate manner and that program goals are met; recommends and implements policy or procedural changes related to the programmatic area(s); develops the budget and time schedules for the programmatic area(s).
2. Oversees the preparation, production and distribution of a City-wide, informational newsletter, working with both City and contract staff.
3. Acts as the City's and/or the City Manager's representative in meetings with staff of other City departments, representatives of educational, government, community, business and public agencies and the public.
4. Organizes and coordinates a variety of ceremonial gatherings, expositions and activities for visiting dignitaries from other organizations; confers with City staff and representatives of other public and private organizations to attend to such details.
5. Attends to a variety of office administrative details such as following up on projects, transmitting information, keeping informed of departmental activities,

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- processing payroll forms, arranging for equipment and supply purchase and equipment maintenance, attending meetings and serving on a variety of committees.
6. Initiates specified correspondence independently for signature by the City Manager, administrative staff, or the Mayor or Council members; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage; uses a computer or word processor and appropriate word processing, desktop publishing and spreadsheet software.
 7. Prepares a variety of written materials for Council usage or public distribution from brief notes or general instructions.
 8. Receives and screens visitors and telephone calls, providing factual information which requires tact, discretion and the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
 9. Researches and compiles a variety of informational materials from sources both inside and outside the office; summarizes such information as directed and may prepare reports from such materials; assists with the budget preparation process.
 10. Organizes and maintains various office files, including personnel and tickler files; purges files as required.
 11. Provides supervision to office support staff; plans, assigns and reviews work; trains staff in work procedures.
 12. Uses standard office equipment, using a computer, in the course of the work; may drive a personal or City motor vehicle in order to attend meetings or deliver or pick-up materials.
 13. Perform work with a record of regular attendance and punctuality.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions and procedures related to the functions of the City, including the responsibilities and limitations of an elected Board.

Computer applications related to the work.

Applicable laws, codes, rules, regulations and policies.

Standard office administrative and secretarial practices and procedures, including filing and business letter writing.

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The operation of common office equipment, including a word processor and personal or on-line computer equipment and word processing and spreadsheet software.

Correct business English, including spelling, grammar and punctuation.

Business arithmetic, including basic statistics.

Records management principles and practices.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Basic budgetary principles and practices.

Basic supervisory principles and practices.

Ability to:

Plan, develop, oversee, review and carry through programmatic assignments independently.

Plan, organize and oversee the work of the City Manager's office.

Work successfully with representatives of an elected Council and with other dignitaries.

Provide varied secretarial and office administrative assistance to management, supervisory and professional staff.

Interpret, apply and explain applicable regulations, policies and procedures.

Prepare clear and concise reports, correspondence, procedures and other written materials.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Use tact, discretion, initiative and independent judgment with established guidelines.

Compose correspondence independently or from brief instructions.

Organize and maintain accurate records and files.

Make accurate arithmetic, statistical and budgetary calculations.

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Operate standard office equipment, including a personal computer.

Type at a net rate of 60 words per minute from printed copy.

Plan, direct and review the work of others and train others in work procedures.

Use tact, discretion and prudence in dealing with those contacted in the course of the work.

Experience and Education Guidelines:

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

Experience:

Four years of experience providing responsible office administrative and secretarial assistance to management and professional staff. At least one of those years must have been equivalent to Redwood City's classes of Administrative Secretary or Administrative Assistant.

Education:

Equivalent to completion of two years of college or possession of an Associate of Arts degree with major course work in business or public administration or a field related to the work. Additional experience as described above may be substituted for the education on a year-for-year basis.

Special Requirements:

Essential and important duties require the following physical abilities and work environment:

Mobility to work in a typical office setting and use standard office equipment and vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

May require possession a valid California Class C driver's license and a satisfactory driving record.

Effective: June, 1996

Bargaining Group: Redwood City Management Employees' Association