

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**AUGUST 5, 2014 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTION UPDATED	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	KEVIN POKORNY DIRECTOR OF ADMINISTRATIVE SERVICES

**SYNOPSIS**

The position description for the Executive Assistant position has been updated and is attached for your review.

**FISCAL IMPACT**

This is currently a budgeted position.

**RECOMMENDATION**

Approval.

**BACKGROUND**

A job description update is proposed for the Executive Assistant position at City Hall which is currently vacant. The Executive Assistant performs administrative and secretarial duties for the Mayor and City Administrator, Administrative staff and members of the City Council. The Executive Assistant is also a member of the City Clerk's office team and assists with general office functions and providing back-up support as necessary.

As noted in the Reorganization Plan, we will be reviewing and evaluating all open positions in order to make recommendations regarding possible updates. Consequently, we have made some changes to the Executive Assistant position description, to more accurately describe the essential functions necessary to fulfill the duties required. Also, the education, and experience were modified to more reflect the skill level that is being sought in this position. Other changes are more for clarifications purposes.

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Executive Assistant

**POSITION REPORTS To:** City Clerk

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the supervision of the City Clerk, the Executive Assistant performs responsible and confidential administrative and secretarial duties for the Mayor and City Administrator, Administrative staff and members of the City Council. The Executive Assistant is also a member of the City Clerk's office team and assists with general office functions and providing back-up support as necessary.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Completes a broad variety of administrative tasks for the Mayor including: managing an active calendar of appointments and ensuring that the Mayor is adequately prepared for appearances and that his/her schedule is followed and respected; maintaining an email account; drafting correspondence; and arranging travel plans, itineraries and agendas.
2. Provides administrative support to the City Administrator including: drafting and distributing correspondence, organizing and maintaining records/files, analyzing and preparing routine staff reports and documents; scheduling and coordinating meetings; and attending meetings and drafting minutes.
3. Screens Mayor and City Administrator's mail, phone calls and visitors ascertaining urgency of the issue, whether the Mayor or City Administrator need personally to respond and, if possible, personally responding or routing to the appropriate City staff member for proper response and follow-up.
4. Works closely and effectively with the Mayor and City Administrator to keep them informed of upcoming commitments, events and responsibilities, following up appropriately and has a sense for the issues taking place in the environment and keeping them updated.
5. Researches, prioritizes and follows up on incoming issues and concerns addressed to the Mayor & City Administrator, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response.
6. Follows up on contacts made by the Mayor and City Administrator and supports the cultivation of ongoing relationships.
7. Prioritizes conflicting needs; handles matters expeditiously, proactively and follows through on projects to successful completion, often with deadline pressures.
8. Provides administrative support for other Administration staff directors as necessary.
9. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
10. Makes travel arrangements; arranges meetings and conferences for City Hall Administrative staff members including scheduling and preparing appropriate meeting space, ordering catering, assisting with materials, presentations, technology and other resources as requested or as the situation dictates.
11. Works directly with the City Council on a continuing basis performing such tasks as: coordinating activities and event participation; providing miscellaneous clerical support as requested; making travel arrangements, lodging and meal planning as needed; and maintains discretion in relationships with all City Council Members.
12. Assists in the planning and coordination of City social functions, including employee recognition activities, receptions and other occasions as necessary. Assists with basic office functions in the City Clerk's office including answering telephone calls and directing appropriately, greeting visitors and providing backup coverage as necessary.
13. Provides support to the City Clerk with the preparation and processing of City Council packets.
14. Conducts or assists with special projects and performs other duties as assigned or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Associate degree in any area or equivalent is required. Bachelor's degree in any area is preferred
2. Strong work tenure. Five (5) years of increasingly responsible secretarial and administrative support work for management personnel with two (2) years under the supervision of a top manager in the organization.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and equipment.
2. Advanced computer and internet research skills. Proficiency in Microsoft Office (Outlook, Word, Excel & Power Point) and Adobe Acrobat.
3. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with proven accuracy and attention to detail.
4. Expert level written and verbal skills.
5. Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
6. Emotional maturity and conflict resolution skills.
7. Business English, composition and proper formatting skills.
8. Ability to understand, organize, index and reference a wide variety of administrative information and records.
9. Basic mathematical skills.
10. Flexibility, excellent interpersonal skills, ability to work well with all levels of internal management and staff as well as members of the public and vendors.
11. Demonstrated proactive approaches to problem-solving with strong decision-making capability and ability to exercise good judgment in a variety of situations and balance among multiple priorities.
12. Highly resourceful team-player with the ability to be extremely effective independently.
13. Demonstrated ability to achieve high performance goals and meet deadlines in fast paced environment.
14. Forward looking thinker, who actively seeks opportunities and proposes solutions.
15. Ability to type 65 words per minute.
16. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
17. Ability to apply common sense understanding in carrying out written and oral instructions.
18. Good telephone and customer service skills.
19. Ability to work a varying schedule, including evenings and weekends.
20. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
21. Ability to maintain regular and dependable attendance on the job.

**Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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Signature

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Date