



CLASSIFICATION DESCRIPTION

TITLE: EXECUTIVE ASSISTANT TO CITY MANAGER JOB CODE: 13 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to provide complex and specialized administrative support to the City Manager. Employees in this classification function at expert level are accountable for the accuracy of both routine and non-routine administrative support duties performed as dictated by the nature of the work. Position is accountable for acting as liaison between the City Manager, the Commission, City departments, other agencies and the general public for City related activities. Position is distinguished by the degree of accountability commensurate with the class reporting level, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function independently. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Generates highly complex and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department; develops and generates material for executive public speaking engagements and official correspondence.
- Attends meetings, conferences and briefings to document subject matter concerning amendments and developments; takes and transcribes dictation or transcribes from dictating equipment.
- Performs a variety of highly complex and specialized administrative support functions, e.g., analyzing data, typing, reports processing, documentation verification.
- Compiles, prepares, and may be responsible for distributing various special reports, notices, and other relevant materials; completes and processes various forms required of the office.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the appropriate individual.
- Performs a variety of critical and confidential record keeping duties, and manages department record keeping and filing systems relevant materials appropriate to the City Manager's Office,

e.g., City records, personnel records.

- Receives and analyzes various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately.
- Coordinates logistics and travel arrangements for conferences, meetings and seminars for the City Manager, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.
- Coordinates activities with other departments and work groups as needed.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by ten (10) years progressively responsible experience and/or training in administrative/secretarial support functions, to include seven (7) years within a senior/executive secretarial support capacity; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.
- Skill in intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.
- Skill in reading, interpreting and composing complex correspondence, summaries and reports in a clear and concise manner; skill in transcribing dictation using notes or dictating equipment; skill in typing.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to plan, organize, and coordinate schedules and meetings.
- Skill in advanced administrative support functions, e.g., bookkeeping, data entry, typing, reports processing.
- Ability to transcribe dictation using notes or dictating equipment.
- Skill in establishing and maintaining effective records maintenance and file management systems; ability to read, update and maintain various records and files.
- Skill acting as a liaison.

- Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Skill in establishing and maintaining effective working relationships and communications with co-workers, internal/external customers, department management and the public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 5 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.