



CITY OF CHINO

Executive Assistant

Definition:

Reporting to the City Manager, the Executive Assistant carries out a variety of highly responsible administrative tasks and secretarial duties in support of the City Manager's Office, including serving as the main clerical support to the City Manager, the Assistant City Manager, the Mayor and the City Council.

Class Characteristics:

This is a single position classification that performs administrative and secretarial tasks with independence and initiative. This position differs from the Administrative Secretary classification by its varied responsibilities and service as a liaison between the City Manager and public officials.

Essential Functions:

- Assist the City Manager with a variety of highly responsible administrative tasks and secretarial duties in support of the City Manager's Office, including serving as the main clerical support to the City Manager, the Assistant City Manager, the Mayor and the City Council; anticipate needs and plan ahead based on prior similar situations; serve on a variety of committees; conduct research and provide recommendations regarding special project activity; make meeting and special event arrangements in accordance with established criteria; may train, evaluate, and supervise staff as needed.
- Provide confidential staff support; receive visitors and answer telephones; maintain calendars and schedule appointments; make travel and meeting arrangements; coordinate events; assure that materials, certificates, agendas and notes are ready for various functions.
- Prepare correspondence from verbal instruction or notes and initiate routine correspondence in accordance with established practices; type complex reports, documents, or other materials, or compile and type reports from a variety of sources, which requires technological expertise with office equipment, including computer software programs, e-mail, and electronic transmission and receipt of information. Train other employees in the use of equipment.
- In the absence of the City Clerk and/or Deputy City Clerk, prepare and distribute agenda for City Council meetings; obtain required agenda materials from appropriate department staff; relay requests from the City Manager to department staff; and, follow-up on City Council actions as directed by the City Manager.
- Coordinate Council activities with the City Clerk/Deputy City Clerk.
- Provide office support to committees which assist the City Council in formulating and implementing City policies and programs.
- Respond to inquiries from the public and other City employees; understand and explain City policies and procedures; and, refer inquiries to appropriate staff members.

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- Work on a variety of assignments using discretion and independent judgment; anticipate needs and plan ahead; serve on committees; and, perform related duties as required.
- Establish and maintain filing and retrieval systems of records; sort, file, and process a variety of documents; proofread and edit documents in an accurate manner.
- May be responsible for the supervision of clerical staff.
- May serve as an office manager.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Associate of Arts/Science Degree (desirable)

Experience:

- Four (4) or more years of responsible secretarial or administrative assistant experience, which involved administrative responsibilities of a highly sensitive nature, and contact with the public.

Knowledge of:

- Secretarial and general office methods and techniques including filing, records processing and record keeping procedures and systems.
- Preparation of complex documents requiring specialized typing.

Working knowledge of:

- Basic functions and organization of City government.
- Principles of research, statistical analysis, and report preparation.
- Principles and practices of supervision.

Ability to:

- Perform highly responsible administrative and secretarial tasks with independence and initiative.
- Analyze administrative and technical problems and implement effective courses of action toward resolving problems.

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- Perform moderately difficult analytical work requiring sensitivity to issues.
- Prepare and present reports.
- Represent the department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Handle confidential matters with discretion.
- Plan, organize and supervise the work of staff as needed.
- Communicate clearly and concisely both verbally and in writing.
- Edit documents for correct English, grammar, punctuation, and spelling.
- Establish and maintain cooperative work relationships with public officials, co-workers, boards, agencies, citizen groups, volunteers and the general public.
- Train, supervise, and evaluate staff as assigned.

Special Requirements:

- Must possess a valid Class C California Driver License and a satisfactory driving record.
- Availability to work a varying schedule including weekends, evenings and special events when needed.
- Type at a *minimum rate* of 60 net words per minute.
- Proficiency in taking dictation and transcribing at an acceptable rate for satisfactory job performance.
- Successfully pass a City administered typing test at a *minimum rate* of 60 net words per minute, with no more than 10 errors.
- Receive satisfactory results from a background investigation, physical examination which includes a drug screening, and administrative review, which meet the established qualifications standards.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

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