

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
MAY 17, 2016 AGENDA**

Subject:	Type:	Submitted By:
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 highly responsible and confidential administrative support for the City Administrator, Mayor and City Council and designated administrative staff.

We currently review and evaluate all open positions in order to make recommendations regarding possible updates. Consequently, we have made some changes to the Executive Assistant position description. Based on our recent hiring experience for this position and area salary comparison research, we have made some changes to the position description and adjusted the salary range.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Executive Assistant
POSITION REPORTS TO: City Administrator
POSITION SUPERVISES:

DESCRIPTION:

The Executive Assistant performs highly responsible and confidential administrative support for the City Administrator, the Mayor and City Council, and designated Administrative staff.. This is an advanced administrative position distinguished from other administrative positions by the higher level complexity of assignments and broad scope of responsibility working with a high level of sensitive and confidential matters. Assignments require independent judgment and involve high-level interactions with executive management and elected officials.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. 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.
2. 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.
3. Builds effective working relationships with elected officials, city leaders, managers and other city staff.
4. Acts as the liaison between the city administrator and various city committees to ensure that meeting schedules, minutes and work results are reported in an accurate and timely manner.
5. Ensures accurate and timely information flow between the City Administrator, Mayor and City Council, and other city staff.
6. Researches, prioritizes and follows up on incoming issues and concerns addressed to the Mayor, City Council and City Administrator, including those of a sensitive or confidential nature. Determines appropriate course of action, referral or response that sometimes requires considerable sensitivity, discretion, judgment or negotiation in replying to and/or presenting or requesting information.
7. Assists with planning, coordinating and monitoring special programs or projects initiated by city leaders.
8. Prioritizes conflicting needs; handles matters expeditiously, proactively and follows through on projects to successful completion, often with deadline pressures.
9. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
10. Provides administrative support for other Administration staff as necessary.
11. 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.
12. 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.
13. 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.

1. Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
2. 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.
3. 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.
4. 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.
2. Strong work tenure. Three (3) or more years of increasingly responsible experience in office and administrative support procedures and processes. Work for management personnel under the supervision of a top manager in the organization preferred.
3. Any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job may be substituted for evaluation at the discretion of city management.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment including Microsoft Office (Outlook, Word, Excel & Power Point), Adobe Acrobat and other program applications appropriate to assigned duties.
2. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
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. Ability to understand, organize, index and reference a wide variety of administrative information and records.
8. Basic mathematical skills.
9. 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.
10. 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.
11. Highly resourceful team-player with the ability to be extremely effective independently.
12. Demonstrated ability to achieve high performance goals and meet deadlines in fast paced environment.
13. Forward looking thinker, who actively seeks opportunities and proposes solutions.
14. Ability to type or enter data at a speed necessary for successful job performance.
15. Ability to explain complex problems and situations in an understandable manner and apply common sense understanding in carrying out written and oral instructions.
16. Ability to work a varying schedule, including evenings and weekends.
17. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
18. Ability to maintain regular and dependable attendance on the job.

Pay Range: 175
Date: 5/18/2016
Non-Exempt

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.

Signature

Date