JOB DESCRIPTION

City of Patterson

Human Resources

EXECUTIVE ADMINISTRATIVE ASSISTANT
CONFIDENTIAL

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This single position serves under the direction of the City Manager and the Director of Human Resources respectively and performs a variety of responsible high level administrative support functions which require the exercise of judgment and independent action; provides; and may direct the work of administrative personnel; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager and the Director of Human Resources

This position does not routinely exercise supervision. This position may direct the work of administrative and temporary personnel, when required.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to:

Receives visitors; screens correspondence, telephone calls, and visitors; independently schedules conferences and meetings; refers matters to appropriate staff members; follows matters through to ensure timely reply.

Answers a variety of routine and semi-technical questions related to City functions, procedures, regulations, and programs; answers inquiries for complaints which do not need policy interpretation or expertise.

Maintains, schedules, confirms, reschedules, and organizes a variety of complex activities such as calendars, meetings, travel arrangements, conferences, and City activities for executive and professional staff; notifies attendees, interested parties, and employees; anticipates the need for reference materials and assembles appropriate materials.

Provides administrative support to the City Manager and Director of Human Resources and City officials as assigned; serves as back-up support to the City Clerk as required.

Enters, updates, reviews, and prepares materials for various media related to City operations including web site pages and email communications; may maintain social media sites and other public communication methods.

Organizes and plans City employee events and celebrations.

Schedules and arranges for rooms and equipment, prepares and distributes agendas, attends and takes minutes of meetings, accepts and records evidences, summarizes and types minutes of meetings from electronic recording devices or handwritten notes, distributes minutes to appropriate persons, types public announcement for public release.

Organizes, maintains, and disposes of files of records, correspondence, resolutions, ordinances, policies, and other official and confidential data; determines materials to be placed in permanent storage or on alternative media such as microfilm; scans documents and administers document management processes.

May assist with a variety of routine Human Resources tasks related to recruitment and selection, personnel file maintenance, fingerprint processing and other related duties.

May assists the City Manager and Human Resources Director with preparation of information requests, preparation of materials and research related to bargaining.

Performs a variety of administrative functions relating to the updating of regulatory manuals and resource binders, the maintenance of mailing lists and other miscellaneous documents, and the processing of a variety City records.

Compiles a variety of information from different organizations filing systems, codes, regulatory guidelines and source documents using different forms of arrangement and organization to comply with procedural guidelines or managerial requests; consolidates section or division reports.

Makes travel or lodging arrangements for the City Manager and Director of Human Resources and may be asked to make similar arrangements for City officials as required; prepares and submits appropriate authorization, expense and claim forms for payment.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: modern office and general clerical work practices; use of reference materials, procedures, guidelines, written formats, and timetables to schedule events; methods to compile, consolidate, and summarize information, methods to authorize and/or submit claims, requisitions, payroll time reports; English grammar, vocabulary, spelling, punctuation, and composition; methods of dictation, verbatim transcription; the procedures, work practices, forms, and routines associated with administrative support responsibilities for one or more executives and providing staff support to one or more commissions or boards, if such work has been assigned.

Working knowledge of: modern office programs, equipment, and systems; transcription equipment and methods of taking and transcribing dictation accurately; filing practices and systems; the principal administrative employee's style of writing and thinking in order to compose routine correspondence in his/her absence and to clarify verbiage or sentence structure without necessitating review.

Ability to:

Take dictation, use transcription equipment accurately, and use modern office equipment effectively. Ability may be required to take verbatim dictation during executive management, board, committee or

commission meetings as needed.

Select, understand, and apply regulations, rules, procedures, office routine and work practices related to a variety of clerical support and minor administrative work functions in the City administrative office.

Read, speak, write, and comprehend English.

Knowledge and appropriate application of sound ethical practices.

Exercise discretion and good judgment in coordinating and performing assigned work; independently initiate, prioritize, perform, or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives.

Organize and transcribe dictation and notes into minutes of meetings when such work has been assigned.

Screen and prioritize correspondence, phone calls or visitors seeking the personal attention of the City Manager and to refer matters which may be adequately handled by someone other than the City Manager to the appropriate person or entity.

Select, extract, and organize a variety of information related to different City programs and services for various purposes, including answering complaints, inquiries, or preparing administrative reports.

Answer procedural, factual and semi-technical questions related to City services, programs, or functions; schedule appointments; maintain City Manager and other assigned executive calendars, and coordinate calendared events with other departments, agencies, private concerns, and affected individuals.

Compose correspondence in answer to routine inquiries or complaints; recognize and know the purpose of standardized forms related to City services, functions, and programs; deal with the general public and co-workers in a tactful, courteous, and effective manner.

Safeguard classified materials or contents of closed or sealed meetings; personnel, fingerprinting, time and leave records, and census and statistical records.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

MIMIMUM QUALIFICATIONS

Education:

Must have a High School Diploma or GED equivalent including academic coursework or training in the use of modern office practices, methods, procedures, programs, and equipment.

Experience:

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

Three years of increasingly responsible secretarial or administrative support experience for a public agency, OR two years as the equivalent of a Secretary II or Administrative Assistant II for the City of Patterson would provide this opportunity.

Performance Skills:

Type accurately at 50 wpm.

License:

Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California to perform the essential job functions of the position.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in a standard office environment.

Physical Conditions: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

FLSA Classification Level:

Non-Exempt

Approved by Council: 10/17/17

Updated: 08/22/22