

CITY OF ONTARIO

CLASS CODE 0026 GROUP 1
DEPARTMENT REVIEW SP DATE 4.24.97
PERSONNEL APPROVAL [Signature] 4/28/97
EFFECTIVE DATE _____
SUPERSEDES N. A.

APR 25 '97 PM 12:20

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

This is highly responsible, confidential and complex administrative and secretarial work. Under direction of the City Manager, is responsible for handling complex administrative details, overseeing and coordinating the work of subordinate clerical, technical and professional personnel, and performing related work as required. Work requires the use of independent judgment, initiative, and discretion. Work also involves extensive public contact, considerable contact with the city council and officials of the city's operating departments and offices. Work is reviewed by the city manager for the achievement of desired results and adherence to policies and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participates in a wide variety of duties related to administration of the City Manager's office, including but not limited to the following:

coordinates the preparation of the City Council agenda; conducts research/studies related to various issues and composes reports, correspondence, and related written documents; organizes, maintains and monitors the City Manager's mail and ensures systematic, timely review and response; provides information requiring specific and technical knowledge of citywide policies, procedures and programs to the city council, boards, commissions, employees and the public; conducts follow-up investigations concerning departmental and inter-departmental operations and administrative problems; analyzes complex problems and situations and recommends solutions; interacts with the public courteously and diplomatically; answers inquiries concerning city standards and procedures; operates a variety of office equipment; inputs and retrieves data and text; organizes and maintains disc storage and filing systems; schedules and maintains calendar of meetings and events for the city manager; coordinates activities with department heads, the public and outside agencies; types, from rough draft or verbal instruction, and proofreads a wide variety of complex, confidential reports, letters, memoranda and statistical charts; takes and transcribes dictation using shorthand and dictation equipment as required.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

(continued)

Executive Assistant to the City Manager
Class Code: 0026
Effective Date: 4-28-97

Page 2

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Equivalent to associate degree in business and office technology, business or public administration or related field; five (5) years of increasingly responsible clerical and administrative experience at a level equivalent to executive secretary;

Knowledges: thorough knowledge of English usage, grammar and punctuation; considerable knowledge of modern office procedures, methods, computer equipment and business software; considerable knowledge of administrative procedures, including the organization and functions of municipal government; considerable knowledge of office management and the principles and practices of effective supervision;

Skills to: supervise the work of subordinate professional, technical and clerical personnel; type at a rate of 70 net words per minute; take dictation at a rate of 110 words per minute;

Ability to: acquire rapidly a thorough knowledge of the professional activities of the city manager, mayor and other council members; solve complex administrative problems and make recommendations for solutions; communicate clearly and concisely, both orally and in writing; perform responsible and difficult secretarial work involving the use of independent judgment, confidentiality and personal initiative; maintain complex records and prepare reports; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

License or Certificate: Valid California Class C driver's license.

DESIRABLE:

Bachelor's degree in business administration, public administration or related field; experience at the executive secretary level with a municipal government agency.