



**Department:** City Manager  
**FLSA Status:** Exempt, Confidential  
**Prepared By:** Jessaca Lugo, City Manager  
**Prepared Date:** February 2023

**JOB TITLE: EXECUTIVE ASSISTANT**

**JOB SUMMARY:**

Under general direction, provide responsible administrative assistance to the City Manager, including confidential and complex administrative support work and public communications requiring some specialized knowledge and involving broadly defined policies and procedures. The Executive Assistant also manages the City facility rentals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Demonstrate ability to professionally compose and edit correspondence using grammatically correct English, and mechanically correct sentence structure. Demonstrate ability to type and proofread documents and generate a professional product.
2. Greet and screen visitors, telephone callers and inquiries sent by email, providing information where judgment, knowledge, and interpretation of policies, procedures and regulations may be necessary.
3. Manage the City Manager's calendar, schedule appointments and meetings.
4. Make travel arrangements, coordinating both air and ground accommodations as needed.
5. Use personal computers and various computer software and office equipment. Utilizes modern office technology whenever possible to minimize paper usage and control cost and promote a higher degree of efficiency and professionalism. Keeps abreast of changes in technology and makes suggestions for improvement.
6. Post general City information, including press releases, photographs and announcements, on the City's website and social media platforms, such as Instagram, Facebook, Twitter and Nextdoor.com. Work with the City's Economic Development department to coordinate graphic material to be included with posts and with liaisons of other departments to solicit, coordinate and/or create relevant information for posting.
7. Generally monitor the City's social media sites, including Facebook, Twitter and Nextdoor.com and work with appropriate City staff to respond to comments or questions as appropriate.
8. Maintains office materials and supplies; suggests office equipment and other relevant items where needed while taking care to remain within the department budget.
9. Coordinates janitorial, alarm, and other miscellaneous building maintenance.

10. Oversee the City Manager's administrative files.
11. Oversee and manage the City rental facilities, maintain calendar, and organize callouts as needed.
12. Provide administrative supportive role to City housing and economic development.
13. Provide labor standards support to City projects.
14. Perform other related duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying; typical education would include high school diploma, advanced or specialized education.
- Perform advanced secretarial and clerical tasks.
- Deal tactfully with the public.
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare financial records and reports.
- Prepare and maintain records, files and reports.
- Operate modern office equipment.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Problem solving and conflict resolution practices and techniques.
- Operate personal computer and software programs, particularly Microsoft Outlook, Word and Excel.
- Principles of training and work direction.
- Proficient in oral and written communication.

#### **KNOWLEDGE OF:**

General principles of public organization and administration; advanced secretarial principles and practices; correct English usage in both verbal and written communication; the use of personal computers and relevant software; basic functions of website content management and social media platforms to include the posting of text, graphics and replies.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Interact effectively with the public and employees. Pass typing test of 30 WPM. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned

responsibilities; work cooperatively with other departments and outside agencies; must work well on own initiative and be able to handle numerous personal and telephone contacts with courtesy, tact and diplomacy, and maintain confidentiality.

#### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid California Class C driver's license.
- California Notary

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands. The employee is regularly required to talk and hear. The employee is occasionally required to climb, stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and may be required to work evenings or weekends. Frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.