

## CITY OF GLADSTONE POSITION DESCRIPTION

**Class Title:** Executive Assistant  
**Department:** Various  
**Division:** Various

**Range Number:** 40-NR  
**FLSA Status:** Non-Exempt  
Confidential  
Non-Represented

**Date:** April 2022

### GENERAL STATEMENT

An Executive Assistant is a confidential employee that performs a variety of routine and complex clerical, secretarial and administrative duties in keeping official records, providing administrative support to department staff, and assisting in the administration of the standard operating policies and procedures of a department/division.

The Administration Department Executive Assistant will also provide support to the City Recorder, Human Resources and if requested, to the Mayor and City Council.

### SUPERVISION RECEIVED

Receives general guidance and direction from the City Administrator, a department director/manager or a division supervisor.

### SUPERVISION EXERCISED

Generally, supervision is not a responsibility of this position. At any time, this position may provide guidance and training for task and project completion by volunteers, interns, community service workers and/or seasonal employees.

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs advanced clerical and administrative duties in answering phones, receiving the public and providing customer assistance. Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Processes and handles critical information of a highly confidential nature; is responsible for safeguarding confidential information. Assists with confidential and sensitive transactions, typical examples would be contract negotiations, internal investigations, grievances, performance evaluations, salary adjustments, etc.

Composes, types, and edits a variety of correspondence, records, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Attends meetings and transcribes minutes as required.

Prepares and submits periodic reports to the City Administrator, a department director/manager or a division supervisor regarding divisional/departmental activities, and prepares a variety of other reports as appropriate.

Directs the development and maintenance of systems, confidential records and legal documents that provide for the proper evaluation, control and documentation of the division/department operations in assigned areas.

Arranges and coordinates the activities of various meetings, including scheduling appropriate meeting facilities, preparing agendas and disseminating public notices.

Inputs data to standard office and department forms; various routine to complex reports; compiles and tabulates data. Typical examples of data tracking would be departmental time sheets and training records.

Receives, stamps and distributes incoming mail, processes outgoing mail.

Drives to other agencies as well as county, state, and federal facilities in scope of duties.

Maintains inventories; processes purchasing requests; orders office supplies and materials; processes invoices for payment and maintains records; coordinates facility maintenance and keeps work rooms neat and ready for use.

Operates standard office equipment as required.

Projects a positive image of the City and the department by addressing all matters with professionalism in tone and manner and with unfailing tact and diplomacy. Promotes positive public relations.

Posts departmental materials on the City's website, ensuring accuracy of content and relevancy of the material.

Assists with planning, implementing and managing departmental programs and special events.

Assists in development and preparation of the department budget; tracking of department expenditures. Assists with preparation of grant submittals, processes documents and monitors funding.

## **PERIPHERAL DUTIES AND RESPONSIBILITIES**

Independently manages special projects as assigned by the City Administrator or a department director/manager or a division supervisor.

Serves on various internal committees and subcommittees.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

## **QUALIFICATIONS**

### **Education and Experience:**

Graduation from high school or the equivalent and five (5) years of administrative support with similar responsibility, preferably having an intermediate to advanced skill level with Microsoft Office applications and having demonstrated successful coordination and completion of multiple projects while meeting continuous deadlines. Discipline-specific training and experience preferred.

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.

### **Special Requirements:**

Discipline-specific certifications required will be as set forth on recruitment notices. Typical examples would be notary public, law enforcement, emergency management or public works.

Must possess a valid driver's license with a clean driving record or have the ability to obtain one prior to job placement.

Must be able to pass the City's security clearance standards for unescorted access to certain City facilities.

An Executive Assistant in a public safety department must successfully pass a thorough criminal history background check and an advanced security clearance standard (CJIS).

### **Knowledge, Skills & Abilities:**

- Comprehensive knowledge of governmental organization, policies, practices and procedures. Discipline-specific knowledge/experience will be as set forth on recruitment notices. Typical examples would be governmental administration, law enforcement, emergency management or public works.
- Advanced knowledge of personal computer operation within a network-infrastructure environment, including word processing, database, spreadsheet, e-mail, scheduler, Internet, Intranet; and, a network-connected copier/fax/scanner.
- Working knowledge of modern office practices, methods, and record keeping systems.
- Working knowledge of applicable Federal, State and local laws, codes and regulations.
- Working knowledge of accounting and bookkeeping processes; good math skills.
- Skill in the operation of listed tools and equipment.
- Strong organizational skills.
- Ability to work independently with little supervision, prioritize workload, meet tight time lines, self-initiate, set goals, organize, plan and coordinate projects.
- Ability to make independent decisions and exercise judgment consistent with appropriate policies, procedures and techniques.
- Ability to multi-task be flexible and highly adaptable to change while remaining professional at all times.

- Ability to process and safeguard confidential information and material.
- Ability to read, understand, interpret and apply provisions of procedures, laws, ordinances and technical documents.
- Ability to communicate effectively verbally and in writing with a diverse range of contacts.
- Ability to proofread material rapidly and accurately, checking for several details simultaneously.
- Ability to establish and maintain positive and cooperative working relationships with other employees, outside entities, vendors, public and private officials, and the general public.
- Ability to remain calm, deal with constant interruptions and handle stressful situations; politically astute.
- Ability to safely operate a City vehicle.

## **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 accommodation will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Drive a city vehicle.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Position requires dependability and strong adherence to established working schedule, and may, require occasional attendance at meetings or activities outside of normal working hours.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee routinely works in an office setting with a noise level rating of quiet to moderate.

## **TOOLS AND EQUIPMENT USED**

Personal computer in a network environment, including word processing, database, spreadsheet, email, computer scheduler; Internet, Intranet, a network-connected copier/fax/scanner; multiline phone; postage machine; calculator, transcription/recording equipment; various communication devices and a City vehicle.

*This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Classification History: Approved 08/02/2010

Revised: 05/05/2011, 05/01/2013, 10/02/2017, 12/03/2018, 02/22/2019, 02/23/2021, 4/2022

Executive Assistant  
Position Description