

Class Code: H71  
City of Anaheim  
Class Specification

Classification:  
EXECUTIVE ASSISTANT

DEFINITION:

Under direction, provides administrative and highly complex secretarial support to the City Manager including Council agenda preparation and/or general coordination and operation of the City Manager's Office.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Receives incoming calls for the City Manager; obtains relevant information and evaluates the most effective means and options available to resolve/address and respond to issues in an expedient and appropriate manner. Answers general questions from the public and provides assistance when possible.

Receives and distributes a large volume of mail on a daily basis to the City Manager; reviews and screens all mail for important information; provides comments and suggestions to assist in decision-making; obtains status/facts from City staff about situations referenced in incoming mail and appraises the City Manager.

Using good judgment and a thorough knowledge of functions and procedures, composes a variety of letters and other correspondence on a myriad of subjects, events and other occasions for the City Manager.

Follows up on a variety of matters referred to department heads by the City Manager and information and action requested by the City Council to ensure that deadlines are met. Works with a variety of City staff to obtain information in response to requests from both the City Council and general public.

Relays information and directives to management staff as directed by the City Manager and/or Assistant City Manager.

Communicates with elected public officials, private sector executives, public agency executives and others who have business with the City Manager.

Using good judgment, maintains and coordinates daily calendars and schedules for the City Manager; gathers information regarding upcoming meetings or events and ensures that the City Manager is fully informed; coordinates all details for upcoming events with individuals/organizations in which the City Manager is participating. Makes facility and refreshment arrangements.

Supervises clerical employees assigned to the City Manager's Office. Coordinates and schedules the work flow of the office to ensure that deadlines and commitments are met and that continuity of operation is maintained during the absence of the City Manager.

Greets and interacts with guests of the City Manager and City Council, seeing to their needs and comfort.

Types forms, schedules, reports, lists, manuscripts, charts, graphs, contracts, statistics and general correspondence.

Takes dictation of letters, memoranda and reports using shorthand notes and dictation/transcription equipment. Operates word processor and/or CRT to enter and edit a variety of data utilizing numerous programs and formats and devising formats for specialized purposes. Operates printer to print documents stored in computer or word processor. Proofreads materials for clerical accuracy, spelling, syntax, grammar and clarity, using judgment in making editorial changes.

Assembles City Manager's City Council agenda packet, bringing forward notes and continued items and gathering additional background materials, as requested.

Receives requests and arranges for complimentary tickets to various events, and maintains records of value of courtesies.

Compiles information for a variety of narrative and statistical reports, locates sources of information, devises forms to serve data and determines proper format for finished reports.

Develops filing systems for record storage and retrieval.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing highly responsible executive-level secretarial and administrative work which includes responsible relations involving senior and executive management, public officials, boards and commissions. Prior experience in a public agency setting is desirable.

Knowledge of: Modern office equipment and procedures; advanced word processing methods; English usage, spelling, grammar and punctuation; business math; advanced record keeping methods; principles of public relations; advanced principles and methods of business correspondence and report preparation; general operating practices of an executive office; and modern supervisory principles and practices.

Skill in: Typing at a net corrected speed of 50 words per minute; taking dictation at a speed of 90 words per minute (see NOTES Section).

Ability to: Exercise a high level of independence of action; exercise sound judgment in the performance of assigned duties; effectively organize a wide variety of work; maintain confidentiality; effectively work with a diverse public; read, understand and apply highly complex materials; operate a computer terminal and use standard office software such as Word, Excel, Access or other comparable word processing and spreadsheet software; plan and organize the work of a Chief Executive office; proofread and detect errors in typing, spelling, grammar, syntax and punctuation; establish and maintain filing systems; initiate and compose difficult correspondence independently; establish and maintain effective relationships with a wide variety of individuals including elected officials, members of the business community, the general public and internal city staff.

Supervision Received: Works under administrative supervision. Work is outlined and reviewed periodically

Supervision Exercised: Makes assignments, sets priorities, trains and reviews the work of subordinates. Hires, fires and disciplines.

NOTE: The position in this classification consistently performs at a significant level of delegated responsibility and authority in the completion of administrative and secretarial functions in support of the City Manager.

Physical Requirements: Working in an office environment with a high level of activity and pressure of constant deadlines. Using a computer terminal for extended periods of time.

License and/or Certification Required: Possession of or the ability to obtain a valid California Driver's License. The shorthand requirement may be waived by the supervisor prior to conducting a recruitment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Revised 9/86 - WJ  
Revised 6/90 - V. Kilmurray  
Former Job Class - Administrative Assistant  
Unit- Confidential  
Doc: CS1149