



Job Description

Title: Executive Assistant/Deputy City Clerk	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: N/A	Revised:
Job Family: Administrative Services	Bargaining Unit: Management/Conf	Approved:

JOB SUMMARY:

Under the direction of the City Manager, perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager and City Council of a variety of administrative and clerical details; attend City Council and various other meetings and prepare related agenda items and minutes in accordance with legal requirements of the City Clerk’s Office; plan, coordinate and organize office activities and coordinate communications, meetings and information for the City Manager and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager and City Council of a variety of administrative and clerical details; serve as the primary secretary to the City Manager; plan, coordinate and organize office activities; assure smooth and efficient office operations.
- Provide specialized administrative support to the City Council; attend City Council and a variety of other meetings; compile information and prepare, assemble and distribute agenda items and other materials for City Council, Personnel Commission and various other meetings; record, transcribe and distribute minutes.
- Serve as Deputy City Clerk; attest, record, and certifies ordinances and resolutions, documents, contracts and agreements; process City Council actions in the form of resolutions, ordinances and proclamations; submit ordinances for codification purposes; maintain City Municipal Code; assist in scheduling bid openings for City projects; administer the Oath of Office and sign documents in the absence of the City Clerk; send various documents to the County for recordation; files notices of determination with the County and State clearinghouses.
- Receive, screen and route phone calls; send and receive emails; greet and assist visitors; refer callers or visitors to appropriate staff, administrator, official or department; take and relay messages; respond to requests, invitations, complaints and questions from officials, administrators, staff, outside agencies and the public, representing the City by phone or written communication; follow-up on appointments, meetings and projects with city staff; exercise independent judgment in resolving a variety of complex issues and conflicts.
- Coordinate flow of communications, public relations and information for the City Manager and City Council; respond to inquiries, interpret and provide detailed and technical information concerning City operations, activities, services, schedules, meetings, events, standards, requirements and related laws, codes, ordinances, resolutions, regulations, policies and procedures.
- Research, collect, analyze and prepare data and information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings and City literature; assist City staff with records research, records retrieval; coordinate efforts with City departments, government agencies, County Register of Voters, commissions and vendors.
- Perform complex administrative assistance duties to assure smooth, timely and efficient office operations; relieve the City Manager and City Council of administrative duties having City-wide impact; assist other professional staff as assigned.
- Supervise the posting, distribution and tracking of notices of meetings and legal publications.
- Respond to requests for information under the Public Records Act as well as requests for records and information from other departments.
- Compile information and prepare and maintain a variety of detailed and complex lists, records, spreadsheets and files related to meetings, minutes, agendas, and assigned duties; establish and maintain filing systems; prepare and distribute

weekly reports; maintain databases for record maintenance and retrieval; duplicate, scan and bind documents and materials.

- Operate a variety of office equipment including a calculator, postage machine, binding machine, computer and assigned software.
- Schedule and arrange meetings, conferences and travel details for the City Manager and City Council; coordinate lunches, dinners and special events on behalf of the City; reserve facilities, lodging and transportation as necessary.
- Maintain and assure proper use of the City Seal; make arrangements for presentations to City Council; coordinate the use of City Hall and City Council chambers conference room for use by staff of outside groups/agencies.
- Receive, sort, screen, open and route incoming correspondence and mail; prepare parcels and packages for mailing and shipment; prepare and distribute legal notices; review and determine priority of incoming mail.

OTHER DUTIES:

- May provide work direction and training to support staff.
- Perform 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. The work environment characteristics and physical demands 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.

Knowledge of:

- Functions and secretarial operations of an administrative office.
- City organization, operations, policies and objectives related to the functioning of local government legislative body.
- Applicable laws, codes, regulations, policies and procedures including the Brown Act, Public Records Act, Reform Act and Government Code and the Election Code.
- Municipal legislative and administrative procedures, regulations, and legal documents.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Operation of a computer and assigned software.
- Public relations techniques.
- Arithmetic computations.

Ability to:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the City Manager and City Council of a variety of administrative and clerical details.
- Plan, coordinate and organize office activities and coordinate communications, meetings and information for the City Manager and City Council.
- Prepare, assemble, complete and distribute agenda items and other materials for meetings.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Organize complex material and summarize discussions and actions taken in report form.
- Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
- Compose effective correspondence independently.
- Analyze and interpret complex legal documents and administrative procedures and regulations.
- Maintain a variety of complex and confidential files and records.
- Understand and resolve complex issues, complaints or problems.
- Type or input data accurately.

- Operate a variety of office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Make mathematic calculations with speed and accuracy.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

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

- Graduation from high school or equivalent GED supplemented by college-level course work in business, secretarial science or a related field.
- Five years of increasingly responsible secretarial or administrative assistance experience involving frequent public contact.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Fast-paced environment with changing priorities.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.