

## CITY OF SAN JUAN CAPISTRANO

### SR. EXECUTIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a variety of highly responsible, confidential and complex administrative duties for the Mayor, City Council, City Manager, Assistant City Manager, and City Attorney; to act as a liaison between the City and outside agencies and the general public; and to attend meetings and prepare minutes and reports for the City Manager and City Council.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Administrative series. This position is distinguished from the Executive Assistant by being assigned the level of responsibility necessary to support the City Council, City Manager, Assistant City Manager, and City Attorney. Employees at this level have extensive experience with, and knowledge of, City policies and operations. These employees perform the most difficult and responsible types of duties assigned to classes within this series.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from City Manager.

**ESSENTIAL FUNCTION STATEMENTS** – Essential responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Provides responsible, complex, and confidential administrative support to the City Manager, Assistant City Manager, and City Council; review all mail; coordinates and tracks drafts of responses to letters prepared for the City Manager, Mayor or City Council member signatures; prepares and edits a wide variety of complex and confidential reports, letters, memoranda, responses, and statistical charts;.
2. Attends a variety of meetings; prepares presentation materials for meetings; prepares minutes for selected meetings; disseminates information to City staff.
3. Serves as the liaison between the City and outside organizations; provides information and assistance.
4. Screens office and telephone calls for the City Manager, Mayor, and City Council; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities. Assists the public when possible or directs to appropriate City staff member for assistance.
5. Maintains calendar of City Manager's office activities, meeting and various events; schedules meetings; coordinates travel arrangements; processes reimbursement requests for City Manager.
6. Coordinates Mayor and City Council member calendars for meetings, business openings, Chamber of Commerce and other events; prepare meeting and event information; coordinates with management staff for any necessary written material (speeches); coordinate staff attendance at event, if necessary

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7. Reviews, researches, and summarizes a variety of fiscal, statistical, and administrative information; prepare related reports and correspondence.
8. Prepares and administers assigned budgets; coordinate with management personnel in forecasting future requirements for equipment, supplies, and materials; tracks and monitors expenditures, and recommends budget change requests and modifications.
9. Coordinates risk management activities and claims processing.
10. Orders office supplies and equipment; maintain inventory; monitor expenditures.
11. Coordinates logistics for special events and meetings involving the City Manager, Mayor, and City Council.
12. Provides back-up support for Management Analyst position(s), as necessary.
13. Assists and administers a variety of special programs and projects.
14. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and equipment including a computer  
Business letter writing and basic report preparation  
Basic principles and practices of budget administration  
Principles and procedures of filing and record keeping  
English usage, spelling, grammar and punctuation  
Methods and techniques of taking and transcribing minutes  
Rules and regulations governing public meetings  
Pertinent Federal, State and local laws, codes and ordinances

**Ability to:**

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.  
Independently perform the most difficult administrative support services.  
Plan, organize and schedule office priorities.  
Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.  
Understand the organization and operation of the City and of outside agencies as necessary to assume responsibilities.  
Independently prepare correspondence and memoranda.  
Operate and use modern office equipment including a computer and supporting word processing, spreadsheet and presentation applications.  
Type at a speed necessary for successful job performance.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

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

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**Experience:**

Five years of increasingly responsible executive administrative experience within a local government environment. Experience working with elected officials is desirable.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level work in business administration or related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.