

CITY OF SAN JUAN CAPISTRANO

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 skilled and complex administrative functions; to provide confidential secretarial support to the City Manager, City Council, and City Attorney; to coordinate the clerical activities of the City Manager's Office; to organize meetings, functions and events; and to serve as a liaison between the City and outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

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

Essential Functions:

1. Provides administrative support and assistance to the City Manager, City Attorney, and City Council; performs a variety of highly responsible, confidential and/or complex secretarial duties.
2. Coordinates the day-to-day clerical activities for the City Manager's Office including maintaining calendars, organizing meetings, and processing correspondence.
3. Answers and screens calls to the City Manager's phone; directs calls to appropriate departments and/or individuals.
4. Responds to public inquiries, requests and/or complaints; provides information regarding City services, activities, policies and procedures.
5. Maintains calendars for the City Manager and City Council; schedules, confirms and coordinates meetings, luncheons, and social and business functions.
6. Organizes City Council events including dinners and ribbon cutting ceremonies; coordinates event preparations such as audio visual equipment and refreshments.
7. Coordinates and books travel arrangements for designated personnel.
8. Opens and screens departmental mail; distributes mail, faxes and correspondence to appropriate City officials and/or departments.
9. Prepares a variety of correspondence, memoranda, agendas, minutes, meeting materials, reports, and other types of departmental documentation.
10. Proofreads correspondence prepared by other City departments including letters in response to citizen complaints.
11. Assists the City Attorney's office in processing claims and maintaining claim files.

CITY OF SAN JUAN CAPISTRANO
Executive Assistant (Continued)

12. Prepares check requests; reviews, verifies and processes assigned invoices and billing.
13. Performs filing and ensures the proper maintenance of departmental records and documentation.
14. Orders office supplies; monitors and maintains supply inventories.
15. Coordinates and performs special projects as assigned.
16. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of office administration.
- Methods and standards for preparing correspondence and reports.
- Records management principles, practices and standards.
- Processes for booking travel arrangements.
- Methods for coordinating meetings, functions and events.
- Billing, invoice and claims processing principles.
- General office procedures and equipment.
- Standard computer software applications.
- Pertinent Federal, State and local laws, codes and ordinances.

Skill in:

- Performing a variety of highly responsible and complex administrative functions.
- Providing confidential administrative support to assigned executives and the City Council.
- Maintaining calendars, scheduling meetings, and booking travel arrangements.
- Organizing luncheons, social and business functions, and events.
- Preparing and proofreading correspondence and complex reports.
- Processing claims, billing, invoices, and departmental mail.
- Screening and directing calls to appropriate departments or individuals.
- Responding to inquiries and providing information to the public.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining 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:

Experience:

Five years of experience providing highly responsible, executive level administrative support within a local government environment.

Training:

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

Licenses or Certifications:

Possession of, or the ability to obtain, a valid driver's license.

CITY OF SAN JUAN CAPISTRANO
Executive Assistant (Continued)

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 keyboards.