

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Executive Assistant	Job Family: 2
General Classification: Professional	Job Grade: 18

Definition: To perform a variety of highly responsible and complex clerical, secretarial and administrative duties for a department; and may assign and review the work of assigned clerical personnel.

Distinguishing Characteristics: This is the advanced journey-level class in the Secretary series. This position is within the professional job family within the City structure. Positions at this level are distinguished from other classes within the Secretary series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing administrative support to a department in areas such as budget, personnel or a departmental program or function, as well as providing responsible secretarial support to management staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, may be required to perform department-related special administrative assignments or projects, and may act as the Office Manager within the department.

Receives direction from assigned division or department heads.

May exercise direct supervision over assigned clerical and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform a wide variety of complex, responsible and confidential secretarial and administrative duties for department heads and other management personnel, including providing routine analytical support.
2. Research and compile background data; perform routine administrative projects for management personnel; prepare independent draft reports and documentation such as commission minutes or job announcements; maintain records and files regarding department administrative activities.
3. Screen calls, visitors and mail; respond to moderately complex requests for information.
4. Interpret and explain City and department policies, rules and regulations in response to inquiries; refer inquiries as appropriate.

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5. Independently respond to letters and general correspondence not requiring the attention of professional personnel.
6. Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.
7. Perform accounting functions related to ordering supplies, equipment and services.
8. May maintain time card records; may maintain personnel files and records for management personnel.
9. Order and purchase supplies for the department.
10. Perform clerical duties related to department activities such as typing, filing and distributing mail.
11. Participate and assist in the administration of a department budget; prepare budget reports; compile annual budget requests; and recommend expenditure requests for designated accounts.
12. Research, compile and analyze data for special projects and various reports.
13. Initiate and maintain a variety of files and records.
14. Assist in the support of a board or commission, including preparing the agenda, assembling background materials and composing minutes of meetings.
15. Plan, assign and review the work of assigned clerical personnel; provide input on and conduct employee evaluations.
16. Recommend organization or procedural changes affecting clerical activities.
17. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: English usage, spelling, grammar and punctuation; modern office methods, procedures and computer equipment; business letter writing; pertinent city government organizations, functions, policies, rules and regulations; principles and practices of assigning and reviewing the work of others, including preparation of performance evaluations.

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Ability to: Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; compose general correspondence and letters; interpret and apply administrative and departmental policies, laws, and rules; operate and use modern office equipment including word processing equipment and personal computers; analyze situations carefully, recommend solutions, adopt effective courses of action; plan, organize and schedule priorities in the office; compile and maintain complex and extensive records and prepare reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; supervise, train and evaluate assigned clerical personnel; take notes and write summaries of meetings; some positions may be required to type accurately at a speed of 50 words per minute.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible secretarial, clerical experience, including some office management and/or supervisory experience. Equivalent to possession of an associate of arts degree.

Established January 1994

Revised May 1995

CLASS SPECS

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