

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Executive Assistant*
Department: *Administration*
Reports to: *City Administrator*
Status: *Exempt / Non-union*

Job Summary:

The Executive Assistant to the City Administrator plans, coordinates and performs administrative duties. Duties may include providing information to the general public, preparing minutes/correspondence, managing records, supporting/tracking budget, researching information, data analysis and assisting in preparing of agendas. Duties require a high degree of confidentiality, premier customer service, project management skills, diplomacy and tact; working independently or jointly; and may involve weekly evening and other meetings.

Essential Job Functions:

1. Perform responsible and complex confidential secretarial and administrative assistance duties.
2. Assist with ongoing projects. Assist with legislative preparation/management.
3. Coordinate and perform administrative functions such as budget preparation, purchasing, monitoring departmental accounts, guiding the flow of day-to-day communications, serving as the hub for activities, or setting up meetings and conferences.
4. Perform secretarial/clerical duties and provide detailed administrative support to the City Administrator and Mayor.
5. Compose correspondence, documents, reports and articles from general directions and rough notes/drafts with emphasis on accuracy. Format, edit and proofread for grammar, spelling, and punctuation with a high degree of accuracy; and prepare final copy documentation.
6. Assist in coordinating and preparing documents for staff and agency review. Prepare determinations reflecting decisions.
7. Assist with Risk Management, coordinate City insurance and claims.
8. Consult with law department on municipal issues.
9. Attend meetings (including evening meetings), take notes and prepare minutes and reports as required.
10. Assist the City Clerk on agenda and Council meeting and workshop preparations when needed and serve as a back-up to the City Clerk.
11. Assist and attend City Council meetings as required, and, at the Mayor or City Administrator's direction, prepare correspondence resulting from Council action such as letters, resolutions and ordinances.
12. Coordinate and perform City Administrator's office and telecommunications reception and resource functions such as greeting visitors and callers, arranging schedules, listening and assessing concerns and complaints, and provide information on City services, procedures, and contacts in a positive and timely manner using tact and courtesy.
13. Establish and maintain effective and cooperative working relationships and teamwork with executive team, department heads, supervisors, coworkers, public officials, business representatives and the public.
14. Maintain City Administrator's calendar. Arrange meeting schedules. Make travel arrangements.
15. Respond to telephone and other electronic communications. Help facilitate a smooth flow of day-to-day communications. Report to the City Administrator customer service concerns/complaints.
16. Update and maintain files and records.
17. Coordinate projects involving the Management Team.
18. Perform research and data analysis (ranging from internet searches to specialized city management research) for preparing project plans, developing findings, and presenting recommendations.
19. Assist the City Administrator with City agenda items and workshop preparations. Serve as liaison to the Mayor and City Clerk.
20. Coordinate Council requests for administrative services and be a point of contact when requested.

Associated Job Functions:

1. Attend various workshops continuing education meetings.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills, and Abilities):

- Ability to quickly acquire a thorough knowledge of the Mayor, Council, and department working relationships, people, and personalities, as well as the City's administrative procedures, mission, vision, and management, and of the community's business and economic development issues and values.
- Ability to work independently, manage projects, and be a flexible and proactive self starter.

- Extensive knowledge of executive office management, secretarial, administrative, public relations, budgets and accounting, internet, computer, and project management practices.
- Knowledge and ability to coordinate and perform duties require independent judgment and critical problem solving, good leadership skills, policy interpretation and extensive public contact. Incumbent, from time to time, may supervise office staff and/or coordinate special projects and activities.
- Ability to plan and perform day-to-day research or special project studies and to organize and present findings.
- Ability to work independently, be proactive, prioritize work, mesh numerous assignments, and cope with interruptions, last minute changes and rigid deadlines.
- Knowledge and ability to facilitate the flow of information between the Council, Mayor, City Administrator, City Attorney, City Clerk, and department heads with respect to legislative, administrative, and management , and other functions.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Ability to deal with the public in stressful situations.
- Ability to apply a current knowledge of administrative and secretarial practices and procedures to varied and recurring situations.
- Ability to communicate effectively both orally and in writing and to maintain confidentiality of materials and situations.
- Ability to prioritize tasks and function in a team environment; to exercise judgment in interpreting a wide variety of policies, procedures and regulations, and to work independently using problem-solving skills and good judgment to relieve the Executive team of routine administrative details.
- Ability to research and compile statistical information into meaningful reports.
- Ability to record and transcribe meeting minutes accurately.
- Ability to utilize a personal computer and a broad variety of associated software, and other standard office equipment, as well as ability to learn and readily apply new specialized data systems.
- Ability to attend evening and/or weekend meetings when required.

Working Environment and Physical Demands:

Work is performed indoors in an office and meeting room environment, utilizing City codes, ordinances and regulations, providing support to staff and the public. Work requires reaching, twisting, turning, kneeling, bending, squatting, normal range of hearing and visual acuity, eye/hand coordination and manipulation skills to operate a variety of office equipment, computers and telephone, as well as the ability to sit for extended periods of time and access all areas of the facility including stairs. Attendance at evening meetings may be required.

Experience and Training Requirements:

- Associates degree or equivalent in office management, administrative, accounting, secretarial, and/or business skills, *and*
- Minimum five (5) years of extensive and progressively responsible administrative and executive secretarial experience providing support to senior-level management or a key administrator, preferably in a municipal or public sector agency environment.
- Must have premier customer service skills and accomplishments such as involved with executive office communications, business and economic development, office coordination, problem solving, multi-tasking, and day-to-day project research and administration.
- Local government or public agency experience preferred.
- Excellent computer operation skills and experience with a variety of software programs including Microsoft Office applications, database programs, and internet research tools. Strong MS Excel, MS Powerpoint and MS Word skills required.
- Must sign agreement acknowledging confidential nature of employment.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.

Established: HR 12/10

Revised: HR 9/12, HR 2013, HR 07/2015 HR 9/2015

FLSA: Exempt
Salary: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload