

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Executive Assistant to the City Manager
FUNCTIONAL AREA: City Manager's Office

WORK OBJECTIVE:

With minimal direction, the purpose of the position is to provide highly responsible, confidential, complex and specialized administrative support to the City Manager. Employee in this classification function in a senior administrative capacity and is accountable for the accuracy of both routine and non-routine complex, high profile administrative support duties performed as dictated by the City Manager. Position is accountable for acting as liaison between the City Manager, department directors, Mayor and Commission for City, County and/or State related activities. Position is distinguished from that of the Executive Office Assistant by the sensitivity of data and/or information involved, the high degree of accountability commensurate with the highly visible nature of this position, greater latitude in exercise of independent judgment concerning assigned duties, and the ability to function independently.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Acts as liaison between the City Manager, department directors, Mayor and Commission for City, County and/or State related activities, e.g., scheduling, travel, conferences, correspondence.
- Researches and generates various complex, sensitive and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials; develops and generates material for executive's public speaking engagements and official correspondence.
- Attends meetings, conferences and briefings to document subject matter concerning amendments and developments impacting the work unit; takes and transcribes dictation or transcribes from dictating equipment.
- Performs a variety of complex, highly visible, and specialized administrative functions, e.g., analyzing sensitive data, typing, reports processing, documentation verification. Plans, initiates, researches, and completes highly complex administrative duties.
- Compiles, prepares, and responsible for distributing various special reports, notices, and other relevant materials.
- Receives telephone inquiries and concerns, ascertaining the nature of the call, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the City Manager or public official.
- Performs a variety of critical record management duties, and manages department record retention and filing systems relevant materials, e.g., payroll, accounts payable, departmental files, personnel records, accounting data.
- Receives and analyzes various reports, plans, and applications for the purpose of verifying accuracy, and ensures necessary copies of pertinent documents are made and distributed appropriately, e.g., statistical data, licenses, invoices, purchase orders.
- Completes and processes various forms required of City Manager's Office, i.e., personnel forms, invoices, work orders, purchase orders.
- Coordinates logistics and travel arrangements for conferences, meetings and seminars for an executive level supervisor, e.g., location reservations, time, and directions; assembly subject matter; travel reservations.

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- Coordinates and assists in the departmental preparation of operating budget; requests documents; reviews and verifies budget documentation to ensure compliance with pre-established guidelines and requirements.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators.
- May supervise the work unit's support staff, directing work flow, reviewing generated work for accuracy and quality. Expedites the unit's work to take care of fluctuating workloads. Ensures office coverage during normal business hours. Coordinates office and business communications. Trains support staff.
- Assists with specialized projects to support efficient functioning of the department.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by up seven (7) to ten (10) years progressively responsible experience and/or training in administrative/secretarial support functions, to include two (2) to three (3) years in a senior clerical/secretarial support capacity; or an equivalent combination of education, training, and experience. Must successfully and accurately pass the entrance typing exam with 45 + Words Per Minute.

Knowledge, Skills, & Abilities –

Expert knowledge of functions and operations of the department's activities.

Considerable knowledge of governmental purchasing, personnel and accounting procedures.

Considerable knowledge of the organizational structure and functioning of municipal government.

Expert knowledge of business writing including spelling, grammar, and punctuation.

Knowledge of mathematics.

Ability to understand, follow and supervise written and oral instructions.

Ability to plan, organize, and coordinate schedules and meetings.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, calculators.

Ability to read, update and maintain various complex records and files.

Ability to perform mathematical computations and tabulations accurately and efficiently.

Ability to establish and maintain effective working relations with other employees, public officials, management, and the general public.

Ability to make decisions in accordance with laws, ordinances, regulations, departmental policies and procedures.

Skill in planning, organizing, and coordinating schedules, meetings and travel arrangements.

Skill in complex administrative support functions, e.g., basic statistical analysis, bookkeeping, data analysis, typing, reports processing, documentation proofing, records management.

Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.

Skill in creating complex correspondence, summaries and reports in a clear and concise manner.

Skill in transcribing dictation using notes or dictating equipment.

Skill in reading, updating and maintaining various records and files.

Skill in performing routine mathematical computations and tabulations accurately and efficiently.

Skill acting as a liaison.

Skill in typing 45 WPM.

Skill in establishing and maintaining effective working relations with all levels of management, public officials, and the general public.

Skill in the principles and techniques of complex customer service skills.

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PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.