

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Executive Assistant
FUNCTIONAL AREA: Cross-Departmental

WORK OBJECTIVE:

With little or no supervision, the purpose of the position is to provide highly responsible and complex, confidential and specialized administrative support to the assigned executive level supervisor. Employees in this classification function at expert level and are accountable for the accuracy of both routine and non-routine, sensitive administrative support duties performed and analyzes complex administrative problems and recommends solutions as dictated by the nature of department. Position may be accountable for assigning, reviewing and supervising the work of other support staff. Position is distinguished from that of the Senior Office Assistant by the sensitivity of data and/or information involved, the high degree of accountability and discretion 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. In some instances, the distinction may be due to the assignment of supervision of other support staff.

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.

- Researches and generates various complex, sensitive and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, or other relevant materials appropriate to the assigned department; 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 supervisor or assigned work unit; may take and transcribe dictation or transcribe from dictating equipment. Prepares Commission agenda documents.
- Performs a variety of complex, highly visible, and specialized administrative functions, e.g., analyzing sensitive and/or confidential data, typing, researching and developing extensive reports, documentation verification. Plans, initiates, and completes complex administrative duties. Administers and oversees complex work unit programs involving diversified work regulated by complex requirements, laws, policies, and/or procedures. Researches and plans activities for program development and maintenance. Oversees office administration. Classifies highly sensitive, complex information, develops detailed reports, interprets advisory data, and implements changes. Reconciles data and accounts for cash funds. Coordinates a variety of high profile special events, services, projects, and activities.
- Compiles, prepares, and may be responsible for distributing various special reports, notices, and other relevant materials appropriate to the assigned unit.
- 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 assigned executive level supervisor.
- Performs a variety of critical record management duties, and the manages department record retention system, and filing systems of relevant materials appropriate to assigned unit, 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 assigned department, i.e., legal drafts, personnel forms, invoices, work orders, purchase orders.

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- Coordinates logistics and travel arrangements for conferences, meetings and seminars for the assigned executive level supervisor, e.g., coordinating attendance of others at meetings, location reservations, time, and directions; assembly subject matter; travel reservations.
- 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.
- May supervise a work unit's support staff, directing work flow, reviewing generated work for accuracy and quality. Completes performance evaluations, recommends hiring and disciplinary actions, and coordinates training needs. Expedites the unit's work to take care of fluctuating workloads. Ensures office coverage during normal business hours. Coordinates office and business communications.
- Operates various office equipment, e.g., computer terminals, word processor, printers, copy machines, telephone systems, facsimile machines, calculators to effectively complete duties.
- Assists with specialized projects to support efficient functioning of the department.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High school diploma or GED; supplemented by five (5) to seven (7) years progressively responsible experience and/or training in administrative/secretarial support functions, to include highly responsible experience in a 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.

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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.

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.