

City of Stockton

EXECUTIVE ASSISTANT (CONFIDENTIAL)
EXECUTIVE ASSISTANT (LEGAL)

DEFINITION

Under direction, ~~performs~~provides a variety of varied-complex and confidential~~secretarial and office~~ administrative, analytical, statistical, and programmatic support tasks assistance for a department head or City Officer assigned executive management and associated supervisory and professional staff within the department; may provide increasingly responsible ~~leads~~supervisory direction to clerical support staff; and performs related work as assigned.

CLASS CHARACTERISTICS

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this level of management support requires the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include attendance at meetings, supervision of the Department's assigned support staff, and regular contact with government officials, City Council or board or commission members, ~~;~~ representatives of business or community organizations, the public, and all levels of City personnel to exchange information, ~~and~~ explain administrative policies and procedures, and assist with special programs, projects, and research.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include but are not limited to the following:

- Performs the full range of routine to complex administrative and project coordination support as assigned.
- Gathers, organizes, and evaluates data related to specific issues, programs or projects; liaises with other departments regarding required action items such as proposal preparation, implementation plans, and other cross-department initiatives.
- Understands the organizational structure of the City and areas of responsibility to effectively assist the City Manager and the City's senior leadership team to respond to the needs of the City Council and the public in a professional and timely manner.
- Receives and screens visitors and telephone calls, providing information and resolving complaints which may require the use of judgment and interpretation of policies and procedures.
- Researches, compiles, and summarizes a variety of informational or statistical materials; ~~;~~ ensures all department invoices are paid and reconciled in a timely manner.
- ~~may compile and review budget figures.~~
- Plans, organizes, coordinates, directs and reviews the work of an associated office support staff; instructs staff in work procedures; assists in selecting and evaluating the work of assigned

Established/Exempted:	07/17/1978
Ordinance:	3089-CS
Title Changed:	11/12/1985
Resolution:	CC85-0684
Title Changed:	03/20/1989
Resolution:	CC89-0159
Spec Amended:	01/09/2019
Spec to CSC:	01/17/2019
Spec Amended:	07/01/2024
To CSC:	07/18/2024
<u>Spec Amended:</u>	
<u>To CSC:</u>	

<u>Units</u>	
Executive Assistant (Conf)	Unrepresented/MW
Executive Assistant (Legal)	Unrepresented/Law-SP
<u>Employment Status</u>	
Executive Assistant (Conf)	At-Will
Executive Assistant (Legal)	At-Will
FLSA Status:	Non-Exempt
CS Status:	Unclassified
CS Status:	Classified (Positions assigned to PD or Fire)
Formerly Executive Assistant I/II.	

staff.

- ~~Types~~ Develops and prepares drafts and processes a wide variety of complex finished documents including staff reports, agenda items, requests for payments, requests for proposals, bid packages, contracts and agreements, reimbursement requests, and organizational charts; may use a variety of computer database systems and word processing software programs equipment and to input or retrieve data and prepare reports for submittal to the City Manager or City Council.
- Initiates specified correspondence independently for signature by appropriate management staff of the department head.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage punctuation, spelling, and grammar.
- Designs and implements file, index, tracking, and record-keeping systems; performs research to prepare reports and provide follow-up information to customer and staff inquiries; organizes and maintains various administrative, confidential, reference, and follow-up files and records for the assigned department.
- ~~Organizes and maintains various administrative, reference, and follow-up files; purges files as requested.~~
- ~~Organizes~~ Coordinates logistics for and manages facilitation of meetings, receptions, assigned community events, employee related programs, and dignitary visits by ~~notifying participants~~ preparing notices, making ~~room~~ arrangements, ~~;~~ and preparing required ~~informational~~ materials.
- ~~Relieves managers and supervisors of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities.~~
- Makes appointments and maintains a calendar, schedules and arranges for meetings and ~~make~~ travel arrangements; sorts mail and obtains related backup materials.
- Organizes own work, sets priorities, and meets critical deadlines.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment, including ~~a~~ word processing software programs ~~or~~ and a personal computer system;
- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes,

and procedures related to the assigned department;

- Supervisory, training, and performance management principles and practices;
 - Standard principles and practices of business, effective project management, general mathematics, and budget preparation;
 - Record keeping, report preparation, filing methods, and records management techniques;
 - Principles and practices of excellent customer service; and
 - Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- ~~Standard practices in business, general mathematics, and budget preparation; and~~
- ~~Basic supervisory principles and practices.~~

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to department head and higher-level administrative staff;
- Maintaining confidentiality and discretion in handling and processing confidential information and data;
- Interpreting, applying, and explaining applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures;
- Planning, directing, coordinating, and reviewing the work of assigned staff and training staff in work procedures;
- ~~Using initiative and independent judgment within established guidelines;~~
- Using Demonstrating tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work;
- Analyzing and resolving administrative situations and problems; performing routine personnel, budget, and payroll duties and maintaining accurate personnel, timecard, and payroll records for the assigned department;
- Researching, compiling, and summarizing a variety of informational materials, and composing correspondence in support of department-wide projects and city-wide initiatives;
- ~~Composing correspondence independently or from brief instructions;~~
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of minimal direction; and
- Using Taking initiative and using independent judgment within established general policy, procedural, and legal guidelines;
- ~~Planning, directing, coordinating, and reviewing the work of assigned staff and training staff in work procedures.~~

Education/Experience:

Possession of a high school diploma or GED. Graduation from high school and four years of

~~secretarial or office administration experience. Business or secretarial school training experience in dealing with governmental, community and business representatives is desirable.~~

Experience:

Four years of secretarial or office administration experience. Business or secretarial school training experience in dealing with governmental, community and business representatives is desirable.

Other Requirements:

- Typing at a rate of 55 net words per minute from printed copy.

Physical/Mental Abilities:

- Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 10 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasionally speaking in front of large groups of people;
- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; and
- Working Conditions - Primarily performed in an office environment which is typically moderately quiet but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS

DIRECTOR OF HUMAN RESOURCES

DATE: _____