

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: EXECUTIVE ASSISTANT**  
**DEPARTMENT: CITY MANAGER'S OFFICE**  
**REPORTS TO: CITY MANAGER**

**JOB CODE: 1011**  
**DATE: 2/08**

**JOB SUMMARY:**

Provides administrative assistance to the City Manager and the Deputy City Manager-Finance.

**ESSENTIAL JOB FUNCTIONS:**

Monitors important deadlines for the City Manager and Deputy City Manager-Finance, department heads, and other personnel; makes proper notifications.

Provides information, responds to inquiries, receives complaints, and resolves problems.

Coordinates meetings and events for the City Manager and Deputy City Manager-Finance; maintains electronic appointment calendar for the City Manager and Deputy City Manager-Finance.

Drafts and edits communications for City Manager and Deputy City Manager-Finance.

Prepares, distributes, and posts weekly Council/Manager newsletter on City Web site.

Coordinates the annual budget review process by scheduling departmental budget reviews and creating templates for each department or division; tracks finalization by department; performs preliminary edits; coordinates the finalization of budget document in preparation for printing and assembling; designs budget cover and budget tabs; orders necessary supplies; prepares and mails budget proposal packages to social service agencies; completes narrative for final budget document.

Formulates City Manager's Office annual budget.

Attends weekly department head meetings; records, prepares, and distributes minutes.

Maintains the City Manager's Web page, events calendars items, and weekly memo.

Assembles City Council meeting agenda binders on a monthly basis for the City Manager and Deputy City Manager-Finance.

Facilitates committee appointments by monitoring expiration of terms, contacting nominees, obtaining resumes, and preparing memoranda for the City Council.

Monitors City Manager's Office account balances.

Monitors and reconciles sick and annual leave balances for Manager's Office.

Orders and verifies invoices for all goods and services required by the City Manager's Office; assigns account numbers and prepares documentation for payment.

Processes all incoming correspondence to the City Manager's Office; routes mail to appropriate personnel.

Sets up, maintains, and purges files in an orderly fashion so that materials can be easily located.

Performs other duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer	Fax Machine	Copier
General Office Equipment	Multi-line Telephone	Calculator

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's Degree from an accredited two-year institution in Office Technology Management, Business Management, or a related field, five years of progressively responsible experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative policies and procedures pertaining to city government.

Standard budget preparation and presentation requirements.

Shorthand or dictation techniques.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment, including a word processor and personal or online computer.

Record keeping, report preparation, filing methods, and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentages and decimals.

Administration of staff and activities, either directly or through subordinate supervision.

Computer applications related to the work.

**Skill in:**

Communicating effectively with others, orally and in writing.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Accurately proofreading copy with accompanying knowledge of grammar, punctuation, and spelling.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Preparing clear and concise reports, correspondence, and other written materials.

Typing at a rate of 60 words per minute.

Organizing, processing, and maintaining information and documents in an orderly fashion.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with others.

Work under stress of deadlines.

Maintains confidential information.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Write reports, correspondence, and procedure manuals.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working Conditions:**

Work is performed in an office.