

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**EXECUTIVE ASSISTANT TO CITY MANAGER**

Civil Service Status: Exempt Probationary Period: At-Will Classification Series: Support Staff/Secretarial/Office Series FLSA Status: Exempt	Bargaining Unit: Non-Represented Employees Approved by City Council: December 3, 2012 Resolution No.: 2012-68
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction and supervision of the City Manager, this position performs advanced-level administrative office and management support duties for the City Manager and/or City Council requiring initiative, independent judgment and decision making; functions as a confidential employee; supervises the work of others; and performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs confidential administrative support/secretarial duties for the City Manager, and/or City Council;
- Provide supervision in the operation of an office;
- Represents City Manager’s office with integrity and ethics in assisting the public and City staff;
- Exercise, appropriate judgment, initiative, tact, courtesy and discretion in dealing with confidential and/or sensitive matters;
- Receives and reviews incoming correspondence, and researches and drafts appropriate responses as delegated or directs to appropriate department for investigation and response;
- Maintains complex confidential filing systems;
- Initiates, researches, writes and finalizes a variety of written materials for accuracy, completeness and conformance with applicable rules and regulations;
- Independently prepares and composes a variety of routine correspondence and selected reports for review/signature by the City Manager;
- Apply accurate English usage, spelling, grammar, and punctuation to written materials;
- Works closely with and prepares materials for City officials on highly sensitive and confidential matters; provides information to others requiring in-depth knowledge of City activities, business and policies; responds to or refers inquiries for services to appropriate resources;
- Receives and evaluates customer complaints directed to high level City officials and recommends and/or initiates an appropriate course of action;
- Tracks, monitors and provides follow-up on complaints and their resolution with City Management and City Council;
- Prepares City Council agenda items, documents, staff reports, and supporting information;
- Prepares special reports, such as “Weekend Report from City Manager to City Council”;

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(Continued)

- Makes travel arrangements, maintains calendars and schedules appointments, coordinates conferences and meetings and a variety of official events for the City Manager and/or City Council with City Officials, local government, businesses, and members of the public in the absence of the Administrative Assistant to City Council;
- Collects and compiles statistical, financial and other information for special or periodic reports;
- Initiates and maintains a variety of files and records of information, maintains and updates manuals and other resource materials;
- Serve as communication link to community members, City staff and other government agencies;
- Trains, supervises and provides work direction to office support staff;
- Assigns and reviews work to assure timely and efficient completion of office staff assignments;
- Takes and transcribes dictation from a machine, rough draft or shorthand;
- Maintains records of departmental expenditures;
- Operates a variety of standard office equipment and machines which may include some, but not limited to the following; personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, dictating equipment, etc.;
- Prepares purchase requisitions and payment of invoices;
- Orders supplies and equipment;
- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Functions, operations and objectives of Municipal Government;
- Good customer service practices;
- File, research and document organization in computer application;
- Policies, procedures and practices of office administration;
- Municipal Government technology and terminology;
- Business letter writing and business forms;
- Correct grammar usage, punctuation, spelling and vocabulary.

**Skills:**

- Mathematical calculations such as addition, subtraction, multiplication and division;
- Possess skills in word processing, correspondence, spreadsheets and reports using a personal computer and software applications;
- Type/word process 55 words per minute accurately from clear legible copy;
- May take verbal or taped dictation of 80 words per minute.

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**Ability to:**

- Perform difficult confidential secretarial work;
- Sort and verify statistical and other financial record data;
- Organize, prioritize, and follow-up work assignments;
- Provide a wide variety of work assistance to City officials;
- Analyze difficult administrative problems and develop and present sound conclusions and recommendations;
- Effectively represent the City and City Manager to concerned individuals, organizations and other public agencies;
- Train, supervise and provide direct work to subordinate staff;
- Demonstrate work initiative and good judgment;
- Types letters, memorandums and reports as directed by City Manager or City Council;
- Exercise independent judgment using discretion in making decisions based on standard policy or procedure;
- Independently manage a large volume of work assignments with a high degree of accuracy;
- Work independently under minimal supervision;
- Prepare important confidential reports, statistical reports and correspondence;
- Establish professional working relationships and resolve interpersonal conflicts and disputes;
- Communicate effectively verbally and in writing;
- Serve the public with tact and courtesy;
- Function in a team oriented environment;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Format information such as lists, tables, documents, correspondence, etc.
- Observe safety principles and work in a safe manner;
- Handle confidential information with discretion;
- Understand and interprets the Municipal Code, MOU's, administrative policies and departmental rules and other City policies related to job duties;
- Administer City Manager's records and organize and maintain complex confidential filing and record keeping systems;
- Willingness to work overtime as requested;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification.

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**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by course work in computer applications, business practices and procedures, or office procedures. Attainment of an Associate of Arts Degree or higher from an accredited college or university.

**Experience:**

- Five (5) years or more of secretarial/office, progressive office experience including word processing, typing, public contact, customer service, and experience in supervising other employees.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record;
- May be required to obtain a Notary Public License.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.