



Job Code: 0007
FLSA: NE
Unit: CONF
Revised: 7/93

EXECUTIVE ASSISTANT

DEFINITION

This is a confidential classification performing a variety of responsible administrative duties in support of the City Manager and the City Manger's staff. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the City Manager. Exercises supervisory responsibilities over secretarial and clerical personnel.

TYPICAL DUTIES

1. Screens documents for subject matter, importance, actions required, and timing; routes to appropriate individual; summarizes contents as appropriate; follows-up to ensure necessary action taken.
2. Assists the City Manager in planning, organizing, and scheduling the activities and appointments of the City Manager, Mayor, and City Council.
3. Plans and organizes a variety of business/professional, ceremonial and community meetings and activities including scheduling the attendance of individuals; preparing agendas; securing facilities, documents, and other necessary items. May represent the City Manager in certain activities.
4. Anticipates the needs of the City Manager; collects and organizes needed information, documents, and other items.
5. Coordinates communications, projects, and activities between the City Manager, the City Council, the City Manager's staff, and other public and private organizations, agencies and individuals.
6. Oversees the maintenance of office records and documents.
7. Obtains information and documents; researches, organizes and summarizes a variety of information and data.
8. Responds to requests for information.
9. Personally composes letters and memorandums.
10. Types a variety of documents including letters, memorandums, and reports.

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11. Prepares a draft to the City Manager's annual operating budget, administers approved office budget.
12. Secures and maintains necessary office supplies and equipment.
13. May record actions of meetings.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The English language including proper grammar, punctuation, and spelling, etc.
2. Word processing required; lotus and desktop publishing desirable.
3. Accepted formats for a variety of written communications.
4. Contemporary techniques and processes to ensure a properly functioning office to include contemporary records management systems and practices.

Skill to:

1. Read and understand a variety of documents, identifying and summarizing key points, determine actions and timing required.
2. Organize information and documents.
3. Perform assigned supervisory tasks.
4. Plan, organize and coordinate activities and events.
5. Anticipate the activities of others; determine necessary needed support including information, documents and other items.
6. Research, organize and summarize information and data.
7. Greet individuals, give direction, provide requested information.
8. Perform duties independently or with minimal direction, under strict deadlines and competing priorities; exercise initiative.
9. Function effectively in stressful circumstances.

Education:

High school graduation or GED equivalent.

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Experience:

Responsible and extensive administrative experience sufficient to perform assigned responsibilities in a competent fashion.

License: Possession of a valid Class C California driver's license.