

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Executive Assistant

**Department:** Administration

**Pay Grade:** 509

**FLSA Status:** Exempt

**Job Code:** A065

#### JOB SUMMARY

The purpose of this classification is to provide high-level administrative support functions directly for City Officials, including the Mayor, Council, and/or the City Administrator. Work involves the preparation of correspondence, agenda packets, development plans and studies, and other documents. Employee is also responsible for performing research and providing information on complaints received; assisting in the coordination of special events; screening and independently handling a variety of routine inquiries by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion, and initiative in completing assignments. Employee must also exercise considerable tact and courtesy in frequent contact with the general public.

#### ESSENTIAL JOB FUNCTIONS

- Provides administrative support at a senior/executive level for city officials; relieves management staff of routine administrative tasks; screens telephone calls, mail, and other communications and initiates appropriate action/response; types, composes, edits, or proofreads correspondence on behalf of management staff; records and/or transcribes correspondence, statements, minutes, or other information; keeps management informed of significant matters, messages, documentation, or other information.
- Coordinates and provides administrative support for the Offices of the Mayor, Council, or City Administrator; processes a variety of documentation associated with department/division operations within designated timeframes and per established procedures; works with and provides guidance and assistance to administrative/clerical staff assigned to divisions or work units within the department to ensure uniform and cooperative work efforts.

- Assists with departmental and capital improvement budget preparation; processes documentation pertaining to budget or general financial management; enters budget data into computer; monitors expenditures to ensure compliance with approved budget; prepares bank deposits; responsible for Procurement Card and bank statement reconciliation; coordinates internal accounting activities; maintains current balances for general ledger accounts
- Serves as liaison between the assigned department and other departments/divisions, staff members, City officials, the public, community leaders, outside agencies, or other individuals or organizations for the distribution and receipt of routine information; interacts with various officials and dignitaries involving sensitive client relations; conveys information among division/department personnel; circulates documentation to appropriate departments.
- Maintains calendar/schedule of activities for assigned department/division; schedules and confirms appointments, meetings, interviews, conferences, training activities, or other activities; updates calendar on a regular basis and notifies parties involved of changes.
- Coordinates arrangements for various meetings and special projects; notifies participants of scheduled meetings; prepares meeting notices, agendas, and meeting packets; coordinates room reservations, setup, refreshments, and equipment required for meetings; attends meetings; records and/or transcribes meeting minutes; distributes documentation; and maintains records.
- Coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans for executives or other staff.
- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; responds to requests for service/assistance; retrieves messages from voice mail or answering machine; initiates and returns calls as necessary; relays calls/messages via two-way radio.
- Performs customer service functions in person, by telephone, or by mail; provides information or assistance regarding department/division services, activities, forms, procedures, fees, or other issues; receives and/or disseminates forms/documentation; responds to routine questions/complaints, researches problems, and initiates problem resolution; refers complaints/problems to appropriate personnel.
- Receives moneys in payment of various fees, fines, deposits, or services; records transactions, issues receipts, and forwards revenues as appropriate.
- Processes forms/applications relating to department services, such as licenses, facility usage, program enrollment, employment, funding, or other purposes; distributes application forms and provides information; accepts fees/deposits and processes completed applications; issues permits as appropriate; publishes advertisements for meetings, hearings, notices, or other activities.
- Processes documentation pertaining to personnel/payroll functions; reviews timesheets for accuracy and researches discrepancies; enters payroll data into computer for processing; types personnel action forms and performance appraisals, maintains attendance records, personnel/payroll files, employee rosters, and related records; posts internal job openings; receives and verifies new hire, termination, and promotion paperwork; provides information for Human Resources policies and procedures such as benefits plans, insurance, employee leave balance, and attendance records.

- Processes documentation pertaining to purchasing and accounts payable; obtains price quotes for potential purchases; prepares purchase orders and enters purchasing data into computer; reviews invoices, purchase orders, or other documents for accuracy; researches discrepancies, assigns proper accounting/budgetary codes, obtains proper signatures, and forwards for payment; maintains files and records.
- Coordinates bid activities; prepares bid documents; schedules appointments and bid dates; publishes bid information in local newspapers and on Internet.
- Processes documentation pertaining to accounts receivable; creates invoices and forms; posts billing data to customer accounts; responds to billing inquiries.
- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Maintains file system of various files/records for the assigned area; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.
- Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations; summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Distributes documentation between department/staff members and internal/external individuals/agencies; operates fax machine to send/receive documentation; distributes/delivers incoming faxes, subpoenas, mail, or other documentation to appropriate personnel; sorts, organizes, opens, and/or distributes incoming mail; signs for incoming packages and delivers to appropriate personnel; processes outgoing mail; copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.
- Prepares, types, proofreads, and/or completes various forms, reports, correspondence, newsletters, lists, logs, notices, schedules, calendars, attendance records, check requests, purchase orders, requisitions, budget documents, contracts, agreements, statistical reports, incident/accident reports, work order requests, agendas, minutes, motions, ordinances, resolutions, accident/incident reports, inventory records, charts, graphs, spreadsheets, or other documents.
- Receives various forms, reports, correspondence, logs, time sheets, attendance records, applications, invoices, check requests, purchase orders, purchase requisitions, personnel forms, budget documents, contracts, work orders, vehicle maintenance reports, legal documents, court documents, investigative reports, newsletters, audio tapes, policies, procedures, manuals, catalogs, maps, handbooks, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.
- Operates a personal computer, telephone, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, graphics, desktop publishing, e mail, Internet, or other computer programs; provides training and/or technical support for other system users; troubleshoots computer problems and performs basic maintenance of computer

system and general office equipment, such as backing up data or replacing paper, ink, or toner.

- Monitors inventory of department supplies and forms; ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies.
- Communicates with supervisor, employees, volunteers, other departments, City officials, other municipalities, government agencies, attorneys, engineers, contractors, vendors, sales representatives, customers, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains confidentiality of departmental documentation and issues.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High School Diploma or equivalent; five (5) years of secretarial, administrative, or office management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- Associates Degree or higher is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*