

POSITION DESCRIPTION

Position Title: Executive Administrative Assistant
Department: City Manager's Office
Division: Administration
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: October 8, 2018

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative and technical work in keeping official records and providing administrative support to the department. Serves as confidential secretary to the City Manager, Assistant City Manager and/or other City Manager's Office personnel. With general or specific instructions completes assignments, maintains and researches restricted files, assists visitors, processes citizen complaints, provides a focal point for other City personnel for administrative processing of communication for the attention of the City Manager and his staff and other such duties that contribute to the overall effectiveness and efficiency of the office.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Receives and screens incoming telephone calls, mail and visitors to the office. Responds to inquiries from employees, citizens, and other agencies and, when necessary, directs to appropriate persons.
- Maintains, with authority to commit, appointment schedules and activity calendars; informs of commitments made, to include time and place, and secures necessary documentation for meetings and makes necessary room or travel reservations.
- Composes, types, and edits a variety of correspondence; reports, memoranda, agendas and other material requiring judgment as to content, accuracy, and completeness, by means of a personal computer and dictation equipment.
- Responsible for the maintenance of the office administrative and reference files, to include departmental policy reports and agendas, commission information, current issue data, special projects, suspense files, etc. Interfile, researches and attaches background information, expands and retires files.
- Maintains and updates the department's website information. Responsible for updating and posting City news and events on various websites. Assist with maintaining/updating social media sites/pages.
- Provides a focal point for information regarding report requirements, expectations of supervisors, requests for information, need for clarifying information, etc. to facilitate the work

of the office and in response to the questions by City employees.

- Initiates and prepares purchase orders for final payment by verifying account codes, providing documentation, etc.
- Assembles the weekly commission information packets.
- Provides clerical and follow-up assistance on citizen complaints or inquiries.
- Assists in purchase and inventory of departmental supplies.
- Operates listed office equipment.
- Develops and maintains effective working relationships with the public, departmental personnel and other City employees.
- Other duties as assigned.

PERIPHERAL DUTIES

May serve as a member on various committees.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school or GED equivalent with emphasis in business/office courses such as typing, filing, accounting and bookkeeping;
- Extensive experience with computers and software applications, to include Microsoft Office programs such as Word, Excel, Access and Outlook;
- Three (3) years previous secretarial/administrative assistant experience at an executive level;
- Must be able to type a minimum of 50 WPM. Typing test is administered at the Workforce Partnership Center;
- Exceptional office skills relating to office methods and procedures and operation of office equipment to include personal computer, copy machine, fax machine, dictating equipment and multi-line phone system; and
- Organizational skills and ability to manage multiple priorities.

Necessary Knowledge, Skills and Abilities

- Knowledge of business English, spelling, math, computer applications/word processing.
- Working knowledge of website development/maintenance and social media posting.
- Skill in operation of listed tools and equipment.
- Ability to make routine decisions in accordance with municipal laws, ordinances and regulations and to apply departmental policy in normal work procedures.
- Ability to compose/prepare memos, reports, etc. in draft and/or final form.
- Ability to accurately record and maintain records.
- Ability to function effectively with minimal instruction and constantly changing priorities.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to deal tactfully and courteously with the public.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain composure while working in a high traffic environment.
- Ability to anticipate management needs.

TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office, word processing, spreadsheet and data base software, internet and social media; printer; 10-key calculator; copy machine; fax machine; scanner; typewriter; and multi-line telephone system.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date