

City of San José
CLASS SPECIFICATION

EXECUTIVE ASSISTANT TO THE CITY MANAGER (U) (1162)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	City Manager	Exempt

CLASS SUMMARY

Provides secretarial and administrative assistance to the City Manager in the conduct of that office and performance of responsibilities assigned to him/her by the City Charter, laws, ordinances and City policies and programs. May also provide general office management and lead other support personnel. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class in the unclassified service. It is the highest-level Secretary in the City Service. The incumbent acts as the City Manager's representative both inside and outside the organization, and must utilize a high degree of sensitivity to the impact of the decisions and responsibilities of the City Manager. This class is distinguished from the lower level Administrative Assistant in that the latter reports to a Councilmember, Department Director, or other similar level City Executive to relieve the executive of administrative detail. It is distinguished from the Secretary to the Mayor by its involvement in administrative duties supporting management of the various Departments within the City.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or GED and six (6) years of increasingly responsible secretarial experience including one (1) year of experience performing work of a similar nature and level as an Administrative Assistant with the City of San Jose.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of principles of public administration and management.
- Knowledge of the role of city staffs and line departments in providing city services
- Knowledge of the principles of English usage, spelling, grammar, office practices and procedures, and the operation of standard office equipment.
- Ability to communicate effectively, both orally and in writing.

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- Ability to exercise independent judgment and initiative regarding administrative matters.
- Ability to establish and maintain effective working relations with a wide variety of people including City officials, politicians, special interest and political groups, community leaders, Department Heads, employees, and the general public.
- Ability to handle sensitive and confidential information
- Ability to train and lead other employees.
- Ability to operate computers and other modern office equipment, including online computer systems and related equipment.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance; can often be learned or acquired while on the job.)

- Knowledge of City of San José staff and line departments' functions.
- Ability to interpret and transmit the City Manager's decisions, views, and directives to his/her deputies, department heads, Mayor, City Council and others, and conversely relays respective views to him/her.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Acts as the focal point for communication with the City Manager, and functions as his/her representative in a variety of personal contacts both inside and outside the organization. Interaction with others involves sensitive and often confidential information.	Continuous
2.	Interprets and transmits the City Manager's decisions, views and directives to his/her deputies, Department Heads, Mayor and City Council as well as others, and conversely relays respective views to him/her. Follows up and informs City Manager of special concerns requiring his/her attention.	Continuous
3.	Coordinates the information necessary to run the office of City Manager.	Frequent
4.	Coordinates and reviews miscellaneous reports for City Manager's review.	Frequent
5.	Independently composes a variety of correspondence for the City Manager's signature.	Occasional
6.	Follows up on City Manager's assignments to Assistants, Department Heads and others to ensure continuity of projects; keeps the City Manager informed of the progress on various issues.	Frequent
7.	Ensures effective time management and daily scheduling of the Manager's calendar. Informs City Manager of all pending appointments/meetings and ensures that he/she has necessary materials and is briefed before meetings.	Continuous
8.	Screens incoming calls and materials and recommends or institutes appropriate actions.	Continuous
9.	Answers inquiries and resolves complaints from the public not requiring the City Manager's attention.	Frequent

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10.	Coordinates and arranges meetings; prepares agenda and tracks items for Executive Staff consideration; may take minutes or notes at hearings, conferences and meetings.	Continuous
11.	Establishes and maintains records, forms, filing systems, and procedures. Codes materials for filing after they are released by the City Manager for placement in confidential files or general files.	Occasional
12.	Prepares and coordinates all travel arrangements and expense reimbursements for the City Manager.	As Required
13.	Utilizes a variety of software applications, including word processing, spreadsheet programs, database, and presentation software to produce various forms, spreadsheets and documents. Operates standard office machines and equipment.	Continuous
14.	May act as a lead to support staff, assigning, scheduling and checking work, providing technical direction, determining priorities, and training staff. As a lead, may sign timecards and may give input to the supervisor regarding the employee's performance evaluation, hiring, promotion, termination and discipline of employees.	As Required
15.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 3/80; Revised 06/04; Retitled 6/07:s002