

**City of San José**  
**CLASS SPECIFICATION**

**EXECUTIVE ASSISTANT (U) FT/PT(8021/8024)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
City Manager's Office, Council Offices	varies	<i>Exempt</i>

**CLASS SUMMARY**

Under direction, performs administrative support of considerable difficulty by providing office administration and general assistance to a City Executive, Councilmember or Council Appointee in the supervision of support staff and management of administrative functions. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class performs office administration functions of considerable difficulty, demonstrating skills in staff supervision, analyzing information and situations, and developing and implementing systems and procedures as needed. The emphasis of this class is in the execution of administrative detail assisting a top level executive or other entity. This class differs from that of Administrative Assistant in that incumbents of this class are privy to confidential and sensitive information/material that may affect City policy.

**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:**

Associate of Arts degree from an accredited college in business or closely related field plus five (5) years of progressively responsible work experience in the business field and/or office management.

**Basic Knowledge, Skills and Abilities**

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

- Knowledge of City government administration and management
- Knowledge of standard principles of organization, administration, and supervision.
- Knowledge of report-writing techniques, principles of editing, English usage, spelling, grammar, punctuation, office practices and procedures.
- Knowledge of and ability to operate standard office equipment and computer software programs.
- Ability to exercise independent judgment and initiative regarding administrative matters.
- Ability to handle sensitive and confidential information.
- Ability to understand, interpret and apply instructions, rules, and policies.

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- Ability to establish and maintain effective working relations with a wide spectrum of employees, officials, and the public.
- Ability to express oneself clearly and concisely orally and in writing.

**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.)**

- Ability to do independent research and to collect, compile, analyze and interpret data on a variety of issues and assimilate information into reports.
- Ability to monitor a number of projects and ensure adherence to timelines.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (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.	Serves as confidential administrative assistant to a Councilmember, Council Appointee or City Executive; screens calls and visitors; arranges appointments and travel; relays decisions and directives to staff; composes draft correspondence.	Daily
2.	Supervises support staff: assigns, directs, evaluates work and performance of support staff; develops and implements procedures for expediting flow of clerical assignments.	Daily
3.	Develops and administers office procedures to ensure efficiency and timeliness of report production, budget administration, contract administration, dissemination of information to staff, and other related functions.	Daily
4.	Supervises the production of confidential draft and final reports and correspondence: proofreads and edits for grammar, punctuation, spelling, format, consistency of terms, and clarity.	Frequent
5.	Researches, analyzes, organizes, and prepares reports on information related to specific issues and/or projects as assigned.	Occasional
7.	Coordinates and assists with departmental budget preparation and monitors expenditures; prepares contracts; prepares and monitors contract payments	As Required
8.	Serves as liaison to other City departments for various activities.	As Required
9.	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 11/95, Rev. & Ret.4/08 (Formerly Executive Assistant to the City Auditor U)*