

City of Saratoga
Executive Assistant to the City Manager/Deputy City Clerk
Non Exempt

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title Executive Assistant to the City Manager/Deputy City Clerk

General Statement of Duties

Under general supervision, an employee in this position performs administrative and secretarial duties for the City Manager 75% of the time. The remaining 25% of the time, an employee in this position assists in carrying out the programs and activities of the City Clerk's Office by acting as City Clerk in the Clerk's absence, drafting and finalizing City Council agendas when necessary, preparing minutes, assisting with the City's records management program, and other duties as assigned. The % allocated to the City Manager and City Clerk may differ determine by work priorities and demands at the time.

Examples of Essential Work (Illustrative Only)

- Answer, screens, and directs incoming calls to the City Manager's Office;
- Assists the City Clerk in the preparation and delivery of City Council agendas, meeting notices, resolutions, ordinances, and related materials;
- Coordinates weekly newsletter to Council. Creates weekly Council Calendar and Council Outside Agency calendar;
- Provides assistance with City Council special events and meetings;
- Coordinates travel arrangements for the City Council and City Manager for City-related travel;
- Gives secretarial support and assistance to the City Manager, including scheduling appointments, coordinating meetings, and maintaining calendars for the City Manager;
- Greets and assists office visitors;
- Maintains current contact information for the members of the City Council and Commissions;
- Manages office supplies for the Office of the City Manager;
- Organizes catering and facilities for special events;
- Performs City Clerk functions when the City Clerk is absent, including attending City Council meetings, preparing Council meeting minutes, and certifying documents;
- Performs research and analysis for routine administrative projects;
- Prepares and presents staff reports to the City Council when necessary;
- Preserves confidentiality of sensitive material routinely encountered as part of regular work assignments;
- Provides assistance with municipal election processes, conflict of interest reporting, and public records requests;
- Receive, review, and evaluate mail to identify those items requiring priority attention of the City Council, City Manager, or other City staff;

- Response to public inquiries and provides information regarding City programs, policies, and services; and
- Serves as a records coordinator and assists in maintaining the City's official records in accordance with all regulatory requirements government the tracking, storage, retrieval, and destruction of City records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to exercise tact and diplomacy in interpersonal dealings, which are difficult, highly sensitive, and confidential;
- Ability to independently perform a variety of secretarial and administrative tasks;
- Ability to meet critical deadlines and follow up on work assignments with a minimum of supervision;
- Ability to meet critical deadlines while maintaining sufficient flexibility to meet other office needs and accommodate new time sensitive assignments;
- Ability to perform a wide variety of complex administrative or program support duties, including research, compilation, tabulation, and basic analysis of data;
- Ability to sit at a desk for extended periods of time;
- Ability to type at a speed necessary for successful job performance;
- Ability to understand, organize, index, and reference a wide variety of administrative information and records;
- Ability to work with various cultural and ethnic groups in a respectful and effective manner;
- Knowledge of City operations, policies, and procedures;
- Knowledge of functions, policies, and procedures of the City Manager's Office and the City Clerk's Office;
- Knowledge of principles and practices of office administration;
- Knowledge of records management principles and standards;
- Knowledge of rules and procedures related to the Brown Act, Public Records Act, and Fair Political Practices Commission;
- Knowledge of Laserfiche software;
- Skills in common office software, including Microsoft Office;
- Skills in establishing and maintaining cooperative working relationships with other staff, City officials, City departments, outside agencies, community organizations, and the general public;
- Skills in preparing and maintaining correspondence, agendas, reports, and other documents; and
- Skills in responding to inquiries and providing customer service to the public.

ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Any combination of training and/or experience which is equivalent to:

- Completion of the twelfth grade
- Some college course work in office management, general business, or related field
- Six years of increasingly responsible secretarial experience, three years of experience may be substituted by a Bachelor's degree

- Public agency or City Clerk's Office experience is desirable

Required Special Qualifications

- Valid Class C California Driver's license

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

Working Conditions

May be required to attend off-hour meetings.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Environmental Requirements Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.