

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

EXECUTIVE ASSISTANT - CITY ADMINISTRATION

1101

GENERAL PURPOSE:

Performs administrative work for the efficient operation of city administration functions and programs. Serves as executive assistant to the Mayor, City Supervisor, Human Resource Director and legal functions.

CLASSIFICATION SUMMARY:

The primary function of an employee in this class is to provide executive level assistance and confidential administrative or specialty work for the Mayor, City Supervisor, City Attorney, and Human Resources Manager. As such, the incumbent often serves as the central communication link between the varied functions. The work involves independently gathering, formatting, and analyzing information on a wide variety of topics, responding to requests for information which require a knowledge of city government and boards/commissions, and following through on projects initiated by the supervisor. The incumbent also performs specialized work in human resources and legal areas. Occasional supervision of volunteer or temporary office staff may be assigned. The position reports to the City Supervisor, with general direction or projects received from others. Work performance is evaluated for the timely completion of projects, the accuracy of the material prepared, and the quality of assistance provided. This position performs confidential duties in the labor relations process and is, therefore, excluded from bargaining units.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Often serves as initial contact with government, university, local officials or the public regarding executive and legal issues and provides requested information; composes and signs correspondence; prepares applications for Board and Commission appointments.

Monitors and implements the recruitment and selection process; updates job descriptions; composes vacancy notices; recommends changes in personnel policies and procedures; extracts information from surveys or contacts employers to obtain wage/benefit and analyses information. Performs technical and paraprofessional work in recruitment/selection administration; personnel transaction processing; classification plan maintenance; and research/data analysis using word processing, spreadsheet, and database software programs.

Maintains database and spreadsheets for personnel records and management reports; monitors and administers performance evaluation schedule; tracks applicant data for equal opportunity reports; conducts employee orientations and exit interviews; assists in the administration of the city's drug and alcohol testing program; explains benefits to employees; ensures accurate benefit information is submitted to payroll; responds to employee benefit questions.

Reviews City Council agenda packets; proofs for accuracy; maintains city code book by reading ordinance for subject(s), inserting ordinances in proper place, determining and adding notations, deleting appropriate sections, modifying index, and updating table of contents; notes errors or inconsistencies and writes ordinances to make corrections; responds to questions about provisions of the code.

Processes citations for violations of city code with Whitman County District Court.

Relieves the City Supervisor of a variety of administrative functions including composing correspondence, announcements, press releases, etc.

Relieves City Attorney of legal details by writing drafts of resolutions, forms, and ordinances for editing by the City Attorney; by locating legal documents or materials for managers and supervisors; by preparing legal budget for City Attorney's approval; and by preparing summons and complaints of animal control violations.

Operates word processing, spreadsheet, database, graphics, and other software; sets up formats and macros to produce desired results; produces lengthy and detailed reports; configures or reconfigures software in personal computers; prepares and updates a variety of city documents including City Council handbook, Personnel Policies and Procedures Manual, city directory, legal documents, labor contracts, etc.

Provides confidential secretarial services to administrators on personnel actions (discipline, firing, and internal investigations), confidential property acquisition negotiations, and labor relations.

Maintains the City's web page; serves as back-up to Deputy City Clerk; maintains office equipment; provides secretarial services to boards/committees; provides proof reading, editing and secretarial duties for all city departments as needed.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Secretarial practices including typing and transcription and general office procedures;
- General procedures relating to the gathering and analysis of data and the preparation of reports;
- Basic and advanced operation of microcomputers and skill in the use of word processing, spreadsheet, database, and other software as required by the position;
- The organization, functions, and activities of local government and the department;

- The correct use of English grammar, punctuation and spelling;
- The legal process as it applies to a municipality and related legal secretarial skills;
- An employment process or personnel practices at the para-professional level;

Ability to:

- Relieve a professional of administrative details with a minimum of supervision;
- Perform specialized work in human resources and legal areas;
- Deal with the public and high level public and private officials in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information;
- Operate a computer to complete assigned projects within short deadlines;
- Work effectively under very stressful conditions;
- Review procedures and to recommend improvements;
- Work effectively on a variety of projects simultaneously;
- Communicate effectively both orally and in writing;
- Independently and effectively plan, organize, coordinate, control, and follow-up on several projects of a diverse nature;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of experience in a position with similar responsibilities performing secretarial and administrative support duties; preferably with one year of previous experience as a legal and/or human resource secretary; course work or training in legal or human resource secretarial science can be substituted for up to six months of the experience.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing and spreadsheet software; telephone switchboard, copy machine, typewriter, fax machine, calculator, Dictaphone transcriber, postage machine.

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.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal. Physical exertion may be required to lift office supplies.

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 job 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.

FLSA Class: Non-Exempt

Adopted: 1/89 Revised: 9/91, 5/94, 6/99, 12/01