



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Executive Assistant to the City Manager's Office	DEPARTMENT: City Manager
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 12
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Provides office management and administrative support for the City Manager and Deputy City Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Types a variety of documents, technical and statistical reports, data for publication, and other material where a knowledge of format and presentation is necessary;
- Develops and produces PowerPoint presentations from draft documents and notes;
- Independently answers routine correspondence for the City Manager;
- Prepares materials from notes, memos, forms, reports, tabulations, and correspondence;
- Receives calls and callers for the City Manager and ascertains nature of business, directs either to City Manager or, where feasible, to another appropriate authority for disposition;
- Schedules appointments for, and with the City Manager and Deputy City Manager;
- Coordinates Agenda packets by:

- Advising Management Team when briefings are due, and works with staff to ensure all briefings are complete;
- Once receiving briefings electronically, they are filed in the agenda prep folder for staff review; when the agenda is completed, print all materials and provide to the City Manager for review.
- After the agenda is approved by the City Manager it will be provided to the Clerk of Council for distribution to City Council members electronically;
- Arranges various meetings;
- Is responsible for filing office correspondence and records; handles the proper distribution and disposition of notices, memorandum, directives, and related materials;
- Assists the City Manager and Deputy City Manager in the preparation of material for submission to the City Council;
- Performs secretarial and administrative duties for the City Manager and Deputy City Manager;
- Responds to public requests for information on general City operations;
- Performs various employer and public relations activities;
- Answers all customer service emails and/or directs them to the appropriate departments;
- Issues monthly parking permits and keeps records of the permits issued in each garage or parking lot;
- Works with the Finance Department on past due parking accounts and sends past-due notices to customers who are delinquent and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of standard office practices, procedures, equipment and secretarial techniques, business English, spelling and arithmetic. In addition, has knowledge of the organization and functions of the City government and of general administrative policies and practices. The ability to keep involved office records, prepare accurate reports from file sources, and to perform and organize work independently. Has the ability to type, take and transcribe correspondence on routine matters and to perform routine office management details without referral to supervisor and the ability to establish and maintain effective working relationships with public officials, employees, and the general public. Has the ability to deal with public relations problems courteously and tactfully and to deal with fast-paced work, handle multiple priorities and changes to tasks or workflow at immediate notice. He/she must exhibit ability to deal with information in a confidential manner and the ability to interpret code sections and other complex documents.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited business college and extensive experience in secretarial and office work.

SPECIAL REQUIREMENTS:

May be required to work some evenings, weekends or holiday depending on the needs of the office.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None.

EXAMPLES OF EXPECTED DECISION MAKING:

Responds to all inquiries from citizens and staff, interprets City policies and procedures in each case and determines when the City Manager or Deputy City Manager should be involved. Issues parking permits resolves complaints and provides customer service within established guidelines.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2019