

# CITY OF BEAVERTON

## Executive Assistant

### General Summary

Provide a variety of complex, non-routine, often confidential administrative support, to the Mayor with minimal supervision. Manage special administrative projects.

### Key Distinguishing Duties

Handle communications between the mayor and elected officials, other governments/agencies, City management and staff.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Serve as the Mayor's communication liaison with citizens, City Council, elected officials, other governments/agencies, City management, and staff. Handle sensitive/complex citizen requests, questions or conflicts or refer to appropriate department for resolution. Provide follow-up to ensure issues are resolved. Prepare responses for Mayor's review and signature as needed.
2. Draft, format and produce correspondence for delivery to citizens, employees, other government agencies or professional organizations. Proofread and edit material. Summarize the content of incoming and outgoing materials or meetings to the Mayor and Department Heads. May take meeting minutes as necessary.
3. Manage daily tasks and routine matters. Determine if, and when, the Mayor should be involved. Attend and represent the Mayor at various meetings and events.
4. Write speeches for the Mayor. Research topics and information to support speeches.
5. Serve as a member of the department management team.
6. Write, edit and publish articles for the City's newsletter.
7. Maintain Mayor's individual calendar. Schedule and coordinate appointments and meetings. Screen and determine importance of telephone calls, mail and appointments, and forward to the Mayor as appropriate. Arrange out of town travel and accommodations. Provide information, assistance and referral regarding City services and programs.
8. Evaluate administrative activities that support the Mayor. Develop improvements and modifications to administrative policies, procedures, and systems.

9. Serve as staff liaison to various committees. Develop and manage a process for selecting public social service grant projects for funding. Prepare proposal packets for Committee members. Facilitate committee meetings. Conduct research as necessary on proposal submissions. Review fiscal, environmental and administrative documents and conduct site visits to monitor programs.
10. Coordinate various annual citywide activities and special management projects.
11. Ensure proper processing of confidential and official materials and documents.
12. Maintain filing or record keeping. Assign retention using the City's Record Retention Schedule.
13. Research, compile and analyze information for specific projects.
14. Participate in section operational processes including budget preparation/monitoring.
15. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
18. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
19. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
20. Participate in the City Emergency Management program including classes, training sessions and emergency events.
21. Follow standards as outlined in the Employee Handbook.
22. Support and respect diversity in the workplace.

## **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

## **Knowledge Required**

- ◆ Expert knowledge of practices and principles of general office procedures utilized in an executive environment.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to providing executive administrative support.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Expert knowledge of composition, English grammar, spelling and usage.
- ◆ Working knowledge of general bookkeeping and basic accounting.
- ◆ Advanced knowledge of arithmetic and basic mathematics principles.

## **Skills/Abilities Required**

- ◆ Strong ability to perform data gathering, analysis and to prepare reports.
- ◆ Strong ability to work under pressure with tight deadlines.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply excellent internal and external customer service skills.
- ◆ Expert ability to use tact, discretion, initiative and independent judgment.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Expert ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Advanced skill in filing and record keeping.

## **Minimum Qualifications Required for Entry**

High School diploma or GED with coursework in business/public administration and office management and 6 years general office experience including 2 years experience in an executive office setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

**Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver’s license and the ability to meet the City’s driving standards.

**Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; frequent dealing with distraught or difficult individuals; may require occasional lifting, moving and carrying objects of 20-40 pounds; may require occasional crouching, crawling, bending, kneeling and reaching to perform filing activities; occasional operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside of normal working hours.

**Classification History**

Classification re-established: March, 2000  
Revised 3/05  
Revised: 11/04  
Revised: 1/1/09 – Changed FLSA status to M2 Exempt

Status: M3  
FLSA: Non-Exempt

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date