

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: EXECUTIVE ASSISTANT**

**DEPARTMENT: CITY MANAGER, CITY ATTORNEY**

**BASIC FUNCTION:**

Under functional direction, to perform responsible and confidential administrative duties for the City Manager, City Attorney, Assistant City Manager or Chief Operations Officer (COO), and City Council; to manage a variety of administrative and clerical details: and to do related work as assigned.

**KEY RESPONSIBILITIES:**

Prepare a variety of materials for the City Manager's and City Attorney's office, and the City Council, including correspondence, memorandums, reports, resolutions, proclamations, agreements, and other documents.

Maintain a calendar and schedule appointments for the City Manager, City Attorney, Assistant City Manager or COO, and City Council Members. Schedule and coordinate agendas and materials for Executive Team and Leadership Team meetings.

Act as confidential assistant to executives in City Hall and perform a variety of administrative and clerical details.

Coordinate and assume responsibility for distribution of information to the clerical staff in all city departments regarding events, policies and activities.

Gather information and compose correspondence in reply to various requests, inquiries and questionnaires.

Manage telephone, email and other communication methods for the executives at City Hall, exercising considerable independent judgment in giving out information and referring to proper party.

Write, review and/or edit memorandums from the City Manager, City Attorney, Assistant City Manager or COO to City Council Members.

Lead the project management for various events including Citizen's Academy, Council events, and the Employee recognition breakfast among others.

Make travel arrangements for the executives and staff.

May assist in the preparation of agenda materials by logging, forwarding for corrections, rerouting for finalization, and preparing preliminary agendas for City Council meetings.

May assist in budget preparation, analysis and administration by collecting data necessary to prepare and monitor department budget.

Maintain a filing and recall system for the executives at City Hall.

May maintain and update the City Council and Administrative Order Manuals.

Operate a variety of office equipment and order office supplies as necessary.

Supervise, train and evaluate staff as assigned.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

- Modern office practices and procedures including business correspondence, filing and standard office equipment operation.
- Basic functions and organization of municipal government.
- Statistical and record keeping methods.
- Correct English usage, spelling and punctuation.
- Software applications, e.g., word processing, spreadsheet, presentation graphics or database programs on microcomputer systems as required.
- Professional protocol and etiquette in working with elected officials, executives, and the public.

#### **Skill to:**

- Type at a net corrected speed of 60 words per minute.
- Analyze data, write procedures, guidelines and policies.
- Provide exceptional customer service.
- Manage all situations with excellent communication, both written and verbal.

#### **Ability to:**

- Perform difficult and responsible administrative work.
- Exercise good judgment and make sound decisions in accordance with established procedures and policies.
- Take notes at meetings and conferences or otherwise provide for the recording of proceedings and prepare clear and concise reports.
- Prepare reports and compose correspondence independently.
- Plan, organize and coordinate special events and programs.

- Maintain confidentiality of sensitive materials as necessary.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Supervise, train and evaluate staff as assigned.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training, and five years of increasingly responsible clerical and executive level administrative experience, involving frequent contact with the public.

## **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management/confidential classification.

DATE APPROVED: July 1, 2019