



EXECUTIVE ASSISTANT

DEFINITION

Under general direction, performs a variety of complex administrative and confidential support duties for the Mayor, City Council and City Administrator requiring extensive knowledge of the City and Successor Agency and provides customer service.

SUPERVISION EXERCISED

May exercise functional supervision over subordinate staff.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Serve as liaison between City Administrator, Mayor and City Council, staff and the public, answer inquiries, both in person and over the phone, direct customers to appropriate staff member and take messages

Receive, screen and route correspondence, mail and emails, often of a confidential nature

Schedule meetings and appointments and make travel arrangements for Mayor and City Council and City Administrator and maintain detailed calendars for same

Compose agenda items for City Administrator's office for council meetings and commissions

Independently compose letters, memos, proclamations, speeches, agenda reports, resolutions, rosters and related documents

Update City Administrator and Council webpages as needed

Review and monitor activities, including agendas from and media reports about other governmental agencies and report issues relating to of affecting Barstow

Exercise independent judgment in interpreting departmental policies, practices and procedures

Research, review, compile, analyze data and information for special projects and prepare reports

Process accounts payable, check requests, expense reports, credit card statement and petty cash reimbursements and submit, after City Administrator review

Liaison between City Administrator's office and departments on projects, grants, and sensitive issues

Coordinate, organize, conduct analysis, draft reports on grants, and legislation for City Administrator's office

Establish and maintain effective relationships with staff, managers, council, and community

Manage Government Outreach program, coordinating follow-up on citizen contacts with all city departments

Assist with accounts payable, department budget preparation and monitoring approval for City Administrator

Maintain confidential files and records

Purchase office supplies, materials and equipment

Issue permits and review financial reports implementing Bingo ordinance

Coordinate check-in and check out of certain pool vehicles

Process time cards for payroll

Take and transcribe minutes of Commission and staff meetings; serve as Deputy City Clerk in absence of City Clerk

Serve as office manager

Perform related duties as assigned

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment

Principles and practices of fiscal, statistical and administrative data collection and report preparation

Techniques used in dealing with the public and customer service

Applicable ordinances, codes, regulations, including administrative, department policies, procedures, and related State and Federal laws

English grammar, punctuation, spelling, vocabulary and use

Business letter writing, record keeping, minute taking and preparation

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems

Accurately type 60 words per minute, enter, and tabulate data

Respond to questions from the public and staff

Accurately perform basic mathematical calculations

Plan and organize work to meet schedules and timelines

Communicate clearly both orally and in writing

Perform duties of an emergency worker in the event of a natural or other disaster

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA and seven (7) years increasingly responsible administrative and office management experience

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Possession of a Notary Public Certificate

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

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Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business