



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

NOTE: This class specification represents various jobs in numerous City departments. Although the specific duties of the job in each department may differ, the jobs have been combined into one Class Specification that represents the primary purpose of the job and minimum qualifications that are required in each department. Just because the position reports to a Director or Division Head doesn't mean it automatically fits into this classification; all of the primary functions, responsibilities and related requirements must be considered.

Executive Assistant

Department: Various

Reports to: Department Director

Pay Grade: H10

Date Established: 10/2014

Date Revised: 5/2017

FLSA Status: Varies

CLASSIFICATION SUMMARY

The Executive Assistant independently and routinely performs complex and advanced administrative and secretarial duties, typically supporting a City Department Head and relating directly to major departmental functions with limited instruction. The position performs or leads a variety of projects as assigned, researches solutions independently to special issues or problems, manages the daily administrative operations of a departmental office, and supervises clerical support staff.

The job involves the use of a variety of computer operations and/or specialized software to complete daily assignments, perform data entry and data analysis, utilize desktop publishing, prepare for meetings and presentations, and maintain accurate and complete records. The work may be highly specialized and absolute confidentiality is essential.

The Executive Assistant performs advanced secretarial duties and supervises assigned staff; coordinates and manages departmental administrative functions and daily workflow, gives direction and delegates work, prepares the work schedule, processes leave requests, responds to questions or unusual situations, and evaluates staff work and prepares performance evaluations.

The job requires working within a political arena, handling sensitive information and maintaining confidentiality, and establishing and maintaining cooperative working relationships with elected officials, businesses, other City employees, other organizations, the public and news media, and ensuring appointments are made and kept with constant interruptions and schedule changes. The job requires in-depth knowledge of the organization in order to manage multiple projects and interpret, apply and implement policies and procedures to accomplish the mission of the organizations.

The work is performed with considerable latitude allowed for independent judgment and initiative and attention to professionalism, consequences, and potential loss of trust from the community. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The job differs from the Management Assistant classification in the level and scope of responsibility, diversity of job duties, supervisory responsibility and advanced secretarial support to a City Department Head.

The Executive Assistant works in a general office environment where noise is moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides technical administrative support to a Department Head performing such tasks as developing, formatting and typing a variety of executive, sensitive, confidential, and official documents.

Audits processes and recommends department operating policy changes and works with manager to implement same.

Prepares and monitors the department budget, completes forecasting for budget planning, and may develop financial procedures. Manages and administers the department's administrative functions and staff.

Performs special projects as assigned. Coordinates related work. Prepares reports.

Answers inquiries and provides information to the public, other City departments, businesses and private individuals. Prepares and presents reports and information to the public.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Customer service principles and procedures;
- Supervisory, evaluation, and employee training methods;
- Bookkeeping and accounting methods;
- Principles and procedures of record keeping and reporting;
- Modern office functions, management, processes and procedures;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, desktop publishing and other required applications.

Skill and Ability to:

- Coordinate and monitor administrative functions within a department to ensure efficient and accurate work flow and related products;
- Plan, organize, prioritize, direct and manage staff assignments;
- Analyze and interpret information and data;
- Answer inquiries and provide information to the public, other City departments, businesses and private citizens;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Political Science or Business Administration; or
- Ten (10) years' related experience in governmental environment with two (2) years' experience in supervision;
- Preferred two (2) years' experience with special project assignments.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office environment. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of office equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.