



POSITION DESCRIPTION

Position: Executive Assistant to the City Manager		Department: City Manager's Office	
Reports to: City Manager		FLSA Status: Exempt	
Location: Civic Center	Division: N/A	Pay Grade: N/A	
Revised: 10/19/2020	Last Reviewed: 10/19/2020	Union: N/A	Status: Full-time

GENERAL PURPOSE

Provides a variety of routine and complex clerical, administrative and technical work in the City Manager's Office.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over receptionists and may, from time to time, supervise clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides administrative support to the City Manager's office, as well as the Mayor & City Council.

Manages and supervises assigned operations; plans and organizes workloads and staff assignments; monitors progress and advises manager of the same.

Assists in the development of inter departmental planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Serves as a member of the Auburn Hills employee safety committee.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Provides administrative assistance to the City Manager in meeting management; assembles background materials, prepares agendas for various boards and commissions and records action items for various meetings.

Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Investigates and follows-up on citizen requests for service, complaints and requests for information.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Assists in groundbreaking and other media events.

Performs clerical and administrative work including processing invoices, answering phones, receiving public and providing customer assistance.

Assists in budget preparation and publishing.

Responds to inquires from employees, citizens and others and refers to appropriate department or individual when necessary.

Assists in helping to coordinate outside agency fundraisers involving City employees.

Receives, processes and distributes incoming mail; processes outgoing mail.

Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.

Inputs data to standard department forms; compiles data for various reports.

Custodian of departmental documents and records. Establishes and maintains filing system, controls records and indexes using moderate independent judgment.

Schedules appointments and performs other administrative and clerical duties.

Organizes and schedules the Keep it Clean program.

PERIPHERAL DUTIES

Assists other departments in performing duties.

Performs the procurement of departmental materials and supplies.

Plans conferences, employee events, training sessions and coordinates travel arrangements.

Attend seminars and workshops related to administrative duties and responsibilities.

May serve as a member of oral interview panels for employee selection.

Coordinates repair and service of office copy machine and manages City-wide copier contract.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a career training school with a certification in office administration or professional secretarial studies; or an associates or bachelor's degree in public administration, political science, human resources, business management, or a related field, and
- (B) Three (3) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of listed tools and equipment;
- (B) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS:

Exceptional written and verbal communication skills and ability to work patiently and cooperatively with residential and business citizens while representing the City Manager's office on a highly professional level.

Must be available for occasional after hour meetings and on weekends.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug and nicotine screening and psychological exam; additional job-related assessments may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Approval: _____
Employee