

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Executive Assistant to CM/Deputy City Clerk **JOB CLASSIFICATION:** Executive Assistant/Deputy Clerk

DEPARTMENT: Executive Officer

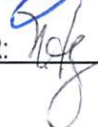
REPORTS TO: City Manager & City Clerk / Public Records

SALARY GRADE: O

FLSA EXEMPT: Yes

REPRESENTATION: Non-Represented

Approvals: CM:  **date:** 11-2022

Approvals: HR:  **date:** 11-2022

GENERAL DESCRIPTION:

This is a confidential position responsible for providing comprehensive organizational and administrative support to the City Manager and City Clerk/Public Records Officer. Responsibilities may include conducting research, preparing reports, handling information requests and performing functions such as managing schedules and meetings, answering phones, responding to emails, taking meeting minutes, recordkeeping, and identifying and prioritizing items for attention. This position is expected to provide back-up to the City Clerk and may be required to assist in the preparation and distribution of council agendas, minutes, and correspondence; maintain a comprehensive indexing and filing system for Council action and directives; codify and publish ordinances. Additionally, the executive assistant may also be in charge of assisting human resources in the scheduling, design, production, and distribution of printed materials for compliance training, new employee orientation, and various other meetings and events. The executive assistant is responsible for building and maintaining good working relationships with city council, city staff and members of the public.

ESSENTIAL JOB FUNCTIONS:

1. Complete a broad variety of administrative tasks including: managing an active calendar of appointments; completing department specific expense reports and budget documents; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed plans, itineraries, and agendas; and compiling documents for meetings.
2. Manage confidential documents and perform recordkeeping in accordance with local, state and federal laws.
3. Respond to and support public information requests in compliance with all applicable laws.
4. Assist in the development and implementation of policies, processes and procedures while looking for opportunities for process improvement.
5. Provide a bridge for smooth communication between the City Manager's office and internal departments; demonstrate leadership to maintain credibility, trust and support with senior management staff.
6. Plan, coordinate and ensure the City Manager's schedule is followed and respected, creating win-win situations for direct access to the City Manager's time and office.
7. Research, prioritize, and follow up on incoming issues and concerns addressed to the City Manager, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
8. Work closely and effectively with the City Manager and City Clerk/Public Records Officer to keep well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the City Manager and City Clerk/Public Records Officer updated.
9. Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.

10. Collect and compile information from various sources; research and prepare reports as needed. Responsible for data gathering, recordkeeping, documentation, research and tracking duties which require a high level of accuracy and attention to detail.
11. Process invoices; gather data and assist in compiling budget documents for the City Manager's office; monitor budget expenditures.
12. Provide oversight for retention of records and files, review and edit printed information, mail and distribute executive or organizational materials.
13. Provide back-up and may be required to assist in the preparation and distribution of council agendas, minutes, and correspondence; maintain a comprehensive indexing and filing system for Council action and directives; codify and publish ordinances.
14. Assist with maintenance of official files and records of Council proceedings and actions; prepare, process, distribute, and post public notices, bulletins, and contracts; assist the Clerk's office to receive Conflict of Interest Statements and other documents.
15. Assist with tasks and projects in support of the Human Resources department.
16. Provide oversight and coordination for City Boards and Commissions to include facilitating recruitment of new members, creating and maintaining resource documents and recommending internal process improvement.
17. Manage supplies and office equipment.
18. Assist with special projects as assigned.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed. Assigned duties will fall into the general category and level of responsibility described above.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills/Knowledge:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, city council members, board members, and members of the public.
- Proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Excellent written and verbal communication, administrative and organization skills.
- Knowledge of principles of business English, including composition, spelling and punctuation.
- Principles and practices of office and work organization.
- Report preparation; data compilation including statistical calculations and tabulations. Basic mathematical functions.
- Municipal services, policies and procedures.
- City government and organization election procedures; practices of City Clerk operations; City Code and those sections applicable to City Clerk operations.
- Maintain records, files, and information in compliance with laws, policies and procedures.
- Office equipment, computer programs and software.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response.
- Maintain appropriate confidentiality of work-related issues.
- Maintain a realistic balance among multiple priorities.
- Work independently on projects, from conception to completion.

- Work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks.
- Perform administrative tasks that require a high level of accuracy and attention to detail.
- Establish and maintain effective working relationships with council members, co-workers and the public.
- Edit letters, memos, technical reports, ordinances, public hearing notices and other documents.
- Compose general business correspondence, announcements, presentations and publications.
- Operate a variety of computer software applications, including word processing, spreadsheets and databases.
- Use telephone with multiple lines, route calls to appropriate person, take messages and answer questions.
- Work independently, prioritize work and meet deadlines.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.
- Communicate and work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientation.

MINIMUM REQUIREMENTS:

Experience and Education/Training:

- Bachelor's degree in Business Administration, Public Administration or equivalent field of study and at least 7 years of administrative experience, with 3 years supporting senior managers and/or executives, and 2+ years customer service experience, preferably dealing with the public, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Licenses/Certifications required:

- Certification as a notary public or ability to obtain certification within six months

Preferred:

- Experience with public records management and systems strongly preferred
- Experience in a public sector environment dealing with elected officials preferred.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.