

CLASS SPECIFICATION
Director's Executive Assistant

FLSA Status: Covered
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, serves as executive assistant to a bureau head; performs a wide variety of complex and confidential administrative support functions; interacts with high-level internal and external customers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class provide complex, diverse and confidential secretarial, administrative and support services to bureau heads. Incumbents operate in an environment characterized by involvement in broad City-wide and bureau issues and interaction with City commissioners and bureau heads, other elected officials, top executives of regional agencies, representatives of industry and professional groups and the media on complex and sensitive matters.

Director's Executive Assistant is distinguished from Administrative Assistant in that incumbents in the former class perform administrative and secretarial support services for bureau heads. An Administrative Assistant performs similar administrative and secretarial support duties for a group or division level manager or bureau, group or division management team.

Note: Director's Executive Assistant is a premium pay assignment from a nonrepresented classification. An employee assigned to serve as a Director's Executive Assistant retains civil service status in his/her base classification. Assignments are made solely at the discretion of the bureau director. An employee may be removed from a Director's Executive Assistant assignment without a statement of cause and shall have no appeal rights.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Provides confidential secretarial and administrative support to a bureau head; assists bureau head by acting as bureau contact for inquiries from the Mayor's and City Commissioners' Offices; types and/or drafts City Council materials, memoranda, correspondence, reports, contracts, agreements, presentation and overhead materials, speaking points, forms, requests

for proposals, bureau manuals and technical reports; types from drafts, notes, dictation or brief oral instructions, using word processing software; proofreads and checks typed and other materials for accuracy, completeness and compliance with City and bureau standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; develops, revises and maintains master documents; may maintain a variety of data in databases or spreadsheets; composes correspondence, reports and informational materials; communicates and explains bureau policies and City Code to staff; alerts bureau head to current issues that will impact bureau functions or activities.

2. Maintains the bureau head's calendar; coordinates, arranges and confirms meetings; arranges for meeting setup; attends meetings, takes notes and transcribes minutes and summaries; creates and maintains event calendars.
3. Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public; refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue; reviews, determines the priority and routes incoming correspondence; assists in the development of public information and educational materials by reviewing and providing feedback.
4. Reviews, proofreads and edits bureau agenda items for City Council and staff meetings and meetings of public and interagency committees; maintains files for agenda materials; provides information to bureau heads on pending City Council matters, legislation, bureau projects and assignments and a variety of other matters; tracks bureau's legislative agenda and actions.
5. Prepares technical worksheets, tables and computations; establishes and maintains databases of information to track pending projects, budget expenditures and similar matters.
6. Researches and assembles information from a variety of sources for the preparation of records and reports; makes arithmetic or statistical calculations.
7. Prepares travel and training requests; makes and confirms travel and other arrangements for conferences and business trips; types itineraries, compiles expense reports and prepares post-travel memoranda; requests reimbursement for petty cash expenditures.
8. Attends to a variety of office administrative details; establishes and maintains confidential, subject, project and specialized files; creates and maintains contract files; orders supplies; distributes informational materials and keeps reference documents up to date; oversees storage of official records; develops and maintains mailing lists.

9. Provides administrative and secretarial support for professional association affiliations of bureau head, including drafting meeting announcements and materials, making meeting, hotel, room and food arrangements, composing and distributing newsletters, collecting and accounting for membership and drafting other reports for the bureau head.
10. Assists in preparation of the bureau's annual budget as needed; may track and reconcile expenditures against budget; may prepare budget reports, budget adjustment requests and budget impact statements.

OTHER DUTIES

1. Provides guidance to other bureau administrative support staff on report preparation, as well as on methods, practices, techniques and advanced uses of word processing, graphics, database and other software programs; creates and maintains standard forms for use by other City staff; observes, analyzes and develops administrative workflow procedures; analyzes, develops and implements changes in office practices and procedures due to policy changes.
2. Prepares or reviews and tracks confidential employee reports, including performance evaluations, workplans and disciplinary actions.
3. Assists the bureau head in preparation of documents and management of the annual budget; participates in bureau's technical budget review process; may manage a trust account.
4. Assists and provides backup to administrative support staff.
5. Supervises seasonal part-time staff including conducting training, explaining bureau procedures and policies and monitoring work.
6. Serves on City committees and task forces for special projects; coordinates special bureau functions such as awards ceremonies.
7. Prepares advertising and arranges for publication in community-based publications; tracks costs of advertising.
8. May be assigned to lead and oversee administrative support projects and initiatives.
9. Serves on and attends City and bureau committees and meetings; represents the bureau at meetings and media events; arranges tours of bureau facilities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures, including budgeting, record keeping, filing and purchasing practices and procedures.
2. Basic laws, rules, or procedures governing the release of information and retention of public records.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
4. Basic functions of public agencies, including the role and responsibilities of a public governing board.
5. Rules and regulations for the conduct of public meetings; Oregon Public Meetings Law.
6. Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software.
7. City Council report guidelines and formats.
8. City procurement card rules and regulations.
9. State and city legislative processes.
10. Research techniques, methods and procedures.
11. City human resources policies and labor contract provisions.

Ability to:

1. Operate a computer and word processing software and other standard office equipment.
2. Take and transcribe dictation and/or type accurately at a speed necessary to meet the requirements of the position.
3. Manage multiple and rapidly changing priorities.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

5. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies, to include interpreting legally binding documents and taking action as indicated.
6. Organize, research and maintain complex and confidential office files.
7. Compose correspondence, prepare documents and make arrangements from brief instructions.
8. Communicate clearly and effectively orally and in writing.
9. Prepare clear, accurate and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
12. Establish and maintain highly effective working relationships with bureau heads, elected and appointed officials, staff, community and business leaders, customers, the media and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent, and six years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.



Class History:

Adopted: 9-1-03

Revised: 10-06-04 FLSA Status changed to Covered

June 2009 - Change Job Class number from 7105 to 30000435, due to system change.