



City of Irving Job Description

Executive Assistant

FLSA Status:	Non-Exempt	Job Department:	City Manager's Office
Job Code:	9022	Reports To (Job Title):	Assistant to the City Manager

PURPOSE

To provide advanced administrative support to the City Manager's Office while serving as liaison to executives and senior members of management, elected officials, city staff, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Prepare weekly Reading File from City Manager to Mayor and Council.
- Coordinate City Manager's weekly Direct Report and Strategic Briefing Review meetings, as well as Leadership Training and seating for Work Session & Council meetings.
- Manage City Manager's and Economic Development's executive calendars; Coordinate internal and external meetings, complex events, and conference calls; Make travel arrangements and complete expense reports.
- Assist Deputy City Manager and two Assistant City Manager's with calendaring, travel arrangements, quarterly meetings, etc.
- Perform administrative duties, among which are: answering phones; assisting residents who may be stressed with escalated, sensitive issues; filing, scanning, copying, and/or faxing documents; maintaining office supplies; processing mail; reserving conference rooms; and/or running errands.
- Maintaining strict confidentiality, prepare and/or proof correspondence, such as cards, letters, open records requests, and memos, as well as informational packets/presentations/spreadsheets.
- Complete financial duties, among which include: developing & monitoring City Manager's Office and Economic Development budgets, issuing/receiving on purchase orders, processing bill payments, preparing petty cash vouchers & new vendor forms, reconciling MasterCard & P-Card statements.
- Carry out media functions, such as assisting with press releases, forwarding weekly posted agendas, maintaining media contact list(s), routing media calls and emails, and scanning daily media headlines for the City Manager's Office.
- Perform personnel duties, among which is the approval/entry of payroll, maintenance of personnel requisitions databases and Office personnel files, and the preparation of personnel status change (P-4) forms and position control requisitions (PCRs).
- Schedule new hire/promotion management review interviews and six-month follow-up interviews.
- Lead Goal 8.1 of the Strategic Plan.
- Manage the On-the-Spot awards program.
- Coordinate flower/food/gift orders for employees/business leaders on behalf of City Manager.
- Execute special duties and projects as assigned by the City Manager, members of his/her Management Team, and/or the City Council.

OTHER DUTIES AND RESPONSIBILITIES

- Assist with community outreach initiatives (Career Days, City Manager speaking engagements, School tours of City Hall, Town Hall meetings).
- Develop and execute training for others; cross-train to perform co-workers duties when absent; complete training requirements.
- Notarize documents.
- Serve as liaison on behalf of City Manager's Office. This may include serving on and/or attending the Customer Service Committee, Employee Communications Committee, Records Management, Team HOPE, United Way Committee, and various meetings/events as requested.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist with developing, administering, monitoring, and coordinating the annual budget of the City Manager's Office budget; Order up to \$10,000 in On-the-Spot gift cards annually; Reconcile up to \$5,000 in expenditures per MasterCard or P-Card monthly; Order up to \$5,000 in promotional items annually; Order up to \$500 in office supplies monthly, and Manage up to \$100 in petty cash.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to an Associate's degree from an accredited college or university.
- A bachelor's degree would be beneficial.

EXPERIENCE

- Minimum of three (3) years of increasingly responsible executive-level experience in providing administrative assistance.

CERTIFICATES, LICENSES, REGISTRATIONS

- Notary license
- Valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- AP Style: Formatting and proofing with this style.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office software suite.
- Job-Specific Software: Adobe Acrobat Pro, Banner, Citrix, Iportal, and MinuteTraq.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with documents, ideas, numbers, and words.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, one-on-one or with groups, so others will understand.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Flexibility: Being adaptable while handling multiple requests from several executives.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Focus: Adhering to strict deadlines while working in a fast-paced environment that requires multi-tasking without constant supervision.
- Mechanical/Technical: Safely operating diverse office equipment including calculators, computers, copiers, digital cameras, fax machines, label makers, shredders, and telephones.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Service Orientation: Actively looking for ways to improve processes and to help people.
- Teamwork: Actively participating and contributing to various internal and external teams.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered.

Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Internally, the employee interacts with City of Irving directors, assistant directors, managers, and supervisors. Externally, the employee engages with Community leaders, residents, businesses, elected officials (local and state), Greater Irving-Las Colinas Chamber of Commerce staff, Irving Independent School District staff; Carrollton-Farmers Branch Independent School District staff, the media, as well as, florists and travel agents.

EQUIPMENT AND PROPERTY

This position utilizes AV equipment, calculator, a coffee maker, computer, copier/scanner/fax machine, digital camera, hole puncher, label maker, laptop, printer, shredder, telephone.

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.*

The employee is required to carry, drive a vehicle, grasp/handle/feel, kneel, lift up to 25 pounds, listen, reach, see, sit, stand, talk, walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The job requires the employee to handle highly confidential information with discretion and to adhere to strict deadlines working in a fast-paced, multi-task environment. Additionally, the noise level in the work environment is usually quiet.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.