



City of Irving Job Description

Senior Executive Assistant

FLSA Status:	EXEMPT	Job Department:	City Manager's Office
Job Code:	9001	Reports To (Job Title):	Assistant to the City Manager

PURPOSE

To provide advanced administrative support to the City Manager and Business & Civic Affairs executives 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.
- Compile information to complete reports and presentation for Executives; this includes conducting research into varied concerns and topics by gathering data, as well as, evaluating and summarizing findings to assist the executive.
- Coordinate City Manager's weekly Direct Report and Strategic Briefing Review meetings; Coordinate Leadership Training; Coordinate seating for Work Session and Council meetings.
- Manage executive calendars; Coordinate internal and external meetings/complex events/conference calls; Make travel arrangements and complete expense reports.
- Perform administrative duties (answer phones, assist angry residents with escalated issues, reserve conference rooms, run errands, send faxes).
- Prepare/proof correspondence (cards, letters, open records requests, memos); Prepare/proof informational packets/presentations/spreadsheets; Maintain confidentiality.
- Complete financial duties (develop/monitor City Manager's Office and Business & Civic Affairs budgets, issue/receive on purchase orders, process bill payments, prepare petty cash vouchers and new vendor forms, and reconcile MasterCard and P-Card statements).
- Carry out media functions (assist with press releases, forward weekly posted agendas, maintain media contact list, route media calls and emails, scan daily media headlines for City Manager's information); Serve as administrative liaison between the City Manager, Elected Officials, City staff, other governmental agencies, and citizens.
- Perform personnel duties (approve/enter payroll, maintain databases for personnel requisitions, personnel status change forms, position control requisitions, prepare P4s, maintain personnel files).
- Schedule new hire/promotion management review interviews and six-month follow-up interviews.
- 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 City Manager, the Assistant to the City Manager, or City Council.
- Provide functional guidance and task oversight to the Executive Assistant.
- Exercising independent judgment and discretion, institute recommendations for office processes to better serve the public and City staff.

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 (Customer Service Committee, Employee Communications Committee, Records Management, Team HOPE, United Way Committee, various meetings/events as requested).

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Under the direction and guidance of the Assistant to the City Manager, Develop, administer, monitor, and coordinate the City Manager's Office budget of \$695,000 annually. Further, reconcile up to \$5,000 in expenditures per MasterCard or P-Card monthly.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to a Bachelor's degree in Business Administration, Public Relations, or a related field of study from an accredited four-year institution; *or*
- Equivalent to an Associate's Degree in a related field of study and an additional two (2) years of additional experience.

EXPERIENCE

- Three (3) years of relevant experience, which should include at least one year performing high-level administrative responsibilities requiring independent judgment and discretion.

CERTIFICATES, LICENSES, REGISTRATIONS

- Notary license
- Valid Texas driver's license

KNOWLEDGE OF

- AP Style: Formatting and proofing techniques.
- 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 Suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Adobe Acrobat Pro, Banner, Citrix, Iportal, and MinuteTraq.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified confidential, and sensitive information.

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.
- 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.
- Focus: Adhering to strict deadlines while working in a fast-paced multi-task environment 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 and to help others.
- Process Assessment: Assessment: Evaluating current / potential processes for effectiveness and efficiency.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Teamwork: Actively participating and contributing to various internal and external teams.
- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, and as indicated by the needs of the audience.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, elected officials and the general public.
- Training & Direction: Effectively guiding and critiquing adult learners.
- Functional Supervision: Motivating, developing, and directing people as they work
- Planning: Sensing the environment and setting goals and objectives.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

The position will interact with City employees of all levels, as well as external stakeholders, conveying information of varying complexity. Courtesy, tact, and discretion are required in communications.

EQUIPMENT AND PROPERTY

This position utilizes AV equipment, calculators, 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, and 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.

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.