

## CITY OF BURBANK

### EXECUTIVE ASSISTANT

#### DEFINITION

Under administrative direction, to perform a variety of confidential and complex administrative and support functions for a department manager; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Assists in the administration of a department through coordination of the clerical function; relieves department manager of routine administrative, personnel, budget, payroll, and purchasing duties; handles highly confidential and sensitive information regarding personnel, controversial matters, and administrative operations; communicates with executive, administrative, and clerical staff regarding organizational policies and procedures; transmits and follows up on administrative decisions to affected organizational units; assists in the preparation and administration of the budget; prepares a variety of reports and documents; coordinates the preparation of organization charts; maintains calendars, schedules, and coordinates meetings; makes travel arrangements; coordinates City Council agenda items for the department; supervises, trains, and evaluates employees; researches, compiles and analyzes data for various projects and reports; responds to requests for information; determines format for reports and typing projects; develops and oversees maintenance of department records and files; screens visitors and telephone calls, makes appointments and referrals using discretion and diplomacy in conserving the department manager's time and maintaining municipal good will; resolves complaints or refers problems to appropriate individuals; opens and distributes mail; receives and disburses money; processes invoices for payment; provides support to various boards commissions and committees, including coordinating meetings and taking verbatim and sense minutes of meetings and prepares official minutes; composes and types correspondence; operates calculator, and other office equipment; may operate a computer to enter, modify or retrieve data; makes effective recommendations regarding, hiring, promotion, and transfer; effectively recommends disciplinary action as needed up to and including termination.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; English usage, spelling, grammar, and punctuation; basic arithmetic and accounting methods; business letter writing; organization, procedures, and operating details of a municipal government; principles and practices of sound supervision, training, and performance evaluation; general management functions and practices; department and citywide policies and procedures; public relations and information techniques; effective customer service techniques.
- Ability to – effectively organize a wide variety of work; communicate effectively, both verbally and in writing; maintain confidentiality; work independently and exercise sound judgment and initiative in the performance of assigned duties; understand and interpret administrative policies, rules, and regulations; analyze situations carefully and adopt effective course of action; organize and maintain record keeping systems; plan and direct the work of others; operate a variety of office equipment, including a computer and standard and advanced office software; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to an Associate of Arts Degree in public or business administration or a related field and five years of experience in public administration including the level of secretary to a department manager. Ability to type accurately from clear copy at a speed of 55 net words per minute and transcribes accurately from dictation equipment.

#### SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.