

JOB TITLE: Executive Assistant to the City Manager

ADM/4

DEPARTMENT: Administration, City of Tifton

JOB SUMMARY: This position is responsible for providing administrative assistance to the City Council, City Manager, and Mayor.

MAJOR DUTIES:

- o Greets visitors and answers telephone; provides information and assistance, takes messages, and refers calls to appropriate personnel.
- o Acts as the liaison between the administration and the general public.
- o Composes and types letters, email, memoranda, and reports.
- o Retrieves and files documents.
- o Schedules meetings and luncheons; sets up and cleans up for luncheons.
- o Schedules training and makes travel arrangements.
- o Plans special projects, events, and receptions.
- o Plans and coordinates staff and council retreats.
- o Represents the city at various meetings and functions.
- o Performs the duties of the City Clerk in his or her absence.
- o Serves on various committees as assigned.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- o Skill in report preparation and records maintenance.

- o Skill in the provision of customer services.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include city customer service policies and procedures, city personnel policies and procedures, and department regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and secretarial duties. The need to coordinate the schedules of various parties contributes to the complexity of this position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support to the City Manager. Success in this position contributes to the efficiency of department operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, city management, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.