

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

EXECUTIVE ASSISTANT

DEFINITION

Under direct supervision, the Executive Assistant will perform a wide variety of clerical work for the City Manager, Staff, and/or the City Council and other related work as required.

EXAMPLES OF DUTIES

Takes and directs incoming phone calls; provides public information; photocopies various communications; schedules meetings and appointments; prepares documents, letters and memoranda; develops and maintains database records; clips newspapers, orders supplies; reviews and proofs documents for accuracy, proper format, neatness, completeness and compliance with established business communication standards. Makes and checks simple arithmetical computations; checks and tabulates statistical data. Sets up and maintains indexes and files. Operates a variety of current office machines, including but not limited to computers, printers, typewriters, copiers, adding and facsimile machines. Effectively and efficiently responding to public and intra-office inquiries. Greets and assists members of the public and business visitors. Receives, distributes, and dispatches intra-office and US mail. May deal with sensitive confidential subject matter. Acts as social secretary in arranging City Council receptions, installations, and other special functions; prepares City Council calendar; makes travel arrangements and conference reservations; orders and inventories office supplies; acts as a resource person for City Council members. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: PC based word processing and spreadsheet applications (e.g., Microsoft Word and Excel); appropriate English grammar, spelling, and current business formats; receptionist and telephone technique; modern office equipment and methods including operation of personal computers, filing and recordkeeping practices and basic arithmetic.

Ability to: Communicate effectively both orally and in writing; follow basic written and oral instructions, word-process/keyboard clear and legible copy at a speed necessary to successfully perform the duties of the position; take accurate messages, produce accurate work and provide appropriate information and referral. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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Education: Graduation from high school or equivalent. Formal office work training and/or college-level course work desirable.

Experience: None required. The ideal candidate will possess at least two years of responsible reception and general clerical experience; word processing (e.g., Microsoft Word) and spreadsheet (e.g., Microsoft Excel) experience; completion of one year of full-time college in business or related field may be substituted for one year of desired clerical experience.

License: Possession of a valid Class C California Driver's License.

R: 6/19