

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**EXECUTIVE ADMINISTRATIVE ASSISTANT**

**DEFINITION**

Under general supervision, perform a wide variety of confidential clerical and administrative assignments for the City Manager, Staff, and/or the City Council; to take and transcribe shorthand dictation, to do general typing and filing, and perform a variety of responsible clerical, stenographic, and administrative assignments, and to perform related work as required.

**EXAMPLES OF DUTIES**

Reviews and proof reads own office clerical work, and work of others, to ensure accuracy, proper format, neatness, completeness, and compliance with established standards; takes shorthand notes and transcribes dictation; types letters, notices, and contracts; prepares bills, requisitions, meeting agendas, general reports, forms, and other documents; composes letters from marginal notes and also from oral and written instructions; answers the telephone, may personally compose letters in connection with routine office procedures and policies; performs occasional statistical typing; operates office equipment such as copy machine, computer, and other business machines; provides information requested from office visitors; schedules appointments and meetings; screens and routes incoming mail; prepares and maintains orderly files of correspondence, records and reports; carries out administrative details without direct supervision; takes, refers, and places telephone calls, receives complaints; acts as social secretary in arranging City Council receptions, installations, and other special functions; will deal with sensitive confidential subject matter and is required to maintain confidentiality on all subjects unless as otherwise authorized; prepares City Council calendar; trains clerical staff; takes and transcribes shorthand minutes at meetings; makes travel arrangements and conference reservations; orders and inventories office supplies; acts as a resource person for City Council members.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Modern office methods and equipment; principles and practices of time management, correct English usage, i.e., spelling, grammar, punctuation and vocabulary, filing and cross-indexing procedures; basic mathematics; proper business letter form and report writing format; office machines and equipment including computers; computer software including word processing (e.g. Microsoft Word) and spreadsheets (e.g. Microsoft Excel); document and agenda management.

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**Ability to:** Communicate effectively both orally and in writing; follow written and oral instructions; type from clear, legible copy at a speed of 60 words per minute; take dictation at a speed of 100 words per minute and transcribe it accurately; make arithmetical calculations accurately; record proceedings at meetings; learn and interpret rules, regulations, laws and ordinances as needed to perform assigned work; handle and maintain confidentiality on all subjects unless as otherwise authorized; be proficient in computer skills and programs; work harmoniously with elected and appointed officials, subordinates, citizens and other city employees; compose correspondence with minimal supervision; work beyond the normal work schedule, including some evenings, when workload and deadlines may require; 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.

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

**Experience:** Four years of increasingly responsible general clerical and public contact experience; which included extensive use of personal computer applications. Completion of 60 semester units of college or university level credits in a business or related curriculum can be substituted for a portion of the required experience on a year-for-year basis to a maximum of two years.

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