

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.

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