

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

SENIOR EXECUTIVE ASSISTANT

DEFINITION

Under direct supervision of the City Manager, performs a wide variety of confidential clerical and administrative assignments on behalf of the department; to take notes and transcribe dictation, to do general data entry, document filing and electronic filing, and perform a variety of responsible clerical, and administrative assignments, and to perform other related work as required or assigned.

EXAMPLES OF DUTIES

Promptly answers phones and responds to electronic correspondence. Create and maintain accurate spreadsheets of statistical and informational data. Reviews and proof reads office clerical work, and work of others, to ensure accuracy, proper format, neatness, completeness, and compliance with established standards; takes notes and transcribes dictation; types letters, notices, and contracts; prepares bills, requisitions, meeting agendas, general reports, forms, certificates, proclamations and resolutions and other documents; composes letters from marginal notes and also from oral and written instructions;; may compose letters in connection with routine office procedures and policies;; operates office equipment such as copy machine, computer , , and other business machines; provides information requested from the public, schedules appointments and meetings; routes incoming mail; prepares and maintains orderly files of correspondence, records and reports; carries out administrative details without direct supervision; takes and refers telephone calls, receives complaints; may act as event coordinator in arranging City and Council receptions, installations, and other special functions; appropriately handle sensitive confidential subject matter; assists in the preparation of the City Manager and City Council calendar; take and transcribe minutes and videos of meetings; makes travel arrangements and conference reservations; orders and inventories office supplies; acts as a resource person to City Council members.

MINIMUM QUALIFICATIONS

Knowledge of: Office machines and equipment including computers; computer software PC based word processing and spreadsheet applications (e.g., Microsoft Word and Microsoft 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.

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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 notes 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 confidential information with good judgment, etc.; work harmoniously with respective staff and assist the City Manager/Elected and Appointed officials, 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: Three years of increasingly responsible general clerical and public contact experience, which includes 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.