

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT
DEPARTMENT: EXECUTIVE
REPORTS TO: CITY MANAGER

CLASS CODE: 1021
FLSA STATUS: N
DATE: 01/18

JOB SUMMARY:

Performs a variety of complex administrative functions in support of the City Manager's office. Serves as administrative support to the Mayor. Serves as a project/program manager responsible for initiating and implementing assigned tasks. Examples of duties include: receiving requests/complaints, resolving issues and/or referring to appropriate staff member; coordinating department work orders and requests; perform duties that require confidentiality; handling inquiries; completing department fiscal functions; and assisting in preparing and tracking the budget.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Interviews and greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; provides information on departmental services and functions.

Answers telephones, takes messages, provides information to callers, receives citizen complaints, directs calls and messages to appropriate person and does follow-ups. Takes initiative to resolve complaints.

Performs research and analytical studies as assigned.

Generates purchase orders, to include: preparing requisitions; verifying receipts to purchase orders; verifying signatures; and copying, sorting and/or filing information.

Assists in planning and implementing short-term or annual goals, objectives, and strategies for projects or programs to ensure efficient operations and completion of work.

Coordinates and attends Staff Meetings for the Department Heads. Prepares minutes of these meetings.

Coordinates and schedules appointments, meetings, or reservations at the request of City Manager; prepares the location, photocopies materials and prepares agendas.

Create and edit monthly City Employee Newsletter.

Maintain City website/social media information, by adding and updating content, creating new pages, posting links and etc.

Performs duties and prepares correspondence, which requires considerable confidentiality.

Establishes and maintains comprehensive and confidential files on policies, records, reports, and reference materials for the City Manager and Mayor.

Arranges travel for City Manager, Mayor and Council Members.

Maintains various calendars for the use of city car, city facility use, etc. Performs inspections and requests work orders for maintenance when needed.

Formats and types letters, memos, labels, reports, or other correspondence on a computer or typewriter and proofs correspondence and related documents of staff.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes orders and updates manuals; processes routine and non-routine matters independently.

Orders office supplies to maintain sufficient inventory for office use.

Assists in preparing and monitoring the budget, including: preparing forms; typing, calculating, and coordinating completion of budget; and maintaining/tracking budget accounts/records throughout year.

Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Interacts with senior level management and community leadership, to provide information, disseminate departmental information and assist in resolving administrative issues.

Reports administrative and/or operational problems to City Manager.

Receives, reviews and processes financial records, funds and transactions, assuring accuracy and adherence to policy.

Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards; monitoring and communicating departmental policies and procedures, and updating publications for final approval.

Takes policy, service and information requests relating to department activities and refers to proper staff for processing and providing information; updates and maintains service and information requests through complex record keeping; performs reference and statistical work on computers; maintains and files confidential and other specialized reports.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail; receives and distributes faxes and email; and checks and maintains voice mail.

Enters and retrieves a variety of complex information into a computer terminal.

Photocopies reports, memos, and other various documents for requesting parties; develops various forms.

May deal with sensitive and confidential personnel matters at the direction senior level staff and/or the City Manager.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

May serve as backup for other positions.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer and/or Terminal	General Office Equipment
Transcription Equipment	Dictaphone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; Certificate from business/ technical school preferred; and,

Four to five years of progressively responsible related administrative experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid driver's license

Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

External governmental bodies and agencies related to area of assignment.

Laws, legislation, codes, ordinances, etc. that govern the work, including human resources policies, practices, laws, acts, etc.

Basic accounting/book keeping processes and procedures.

Office administrative practices and procedures, such as business letter writing and the operation of standard office equipment, including a computer.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Purchasing policies and procedures.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Preparing clear and concise reports, spreadsheets, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Website/Social media tools and software.

Customer service techniques.

Transcribing information from dictating equipment.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Typing from rough draft or printed text using a computer or typewriter.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; use sound perception and discrimination; and push, pull and/or lift up to 25 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.