

City of Bellingham
Classification Specification

CLASS TITLE	Executive Assistant
DEPARTMENT	Executive, Legislative
UNION:	E-PLAN
SG:	E-9
CS:	N
FLSA:	N
EE04CODE:	AS

NATURE OF WORK:

Responsible for providing professional and confidential office support to the Mayor or City Council. Manages administrative functions of these offices. Serves as a resource on a variety of issues by providing research, responding to public inquiries regarding City or Council actions; reporting trends in public opinion obtained through public contact, and explaining rules, projects, plans and initiatives to the public. Responsibilities include maintenance of complex schedules and calendars, serving as liaison with local, State and federal agencies as well as maintaining close working relationships with Deputy Administrator, executive staff, department heads and staff, various community leaders in schools, business and public agencies, and radio and newspaper reporters. Work requires a high degree of confidentiality and discretion in a sensitive public environment.

DISTINGUISHING CHARACTERISTICS:

This is a stand-alone classification. It is distinguished from the Administrative Assistant classification by the high level of confidential services provided and the publicly sensitive nature of the work. Executive Assistants report to the Mayor or the City Council, providing the highest level of professionalism, tact and discretion in a frequently high-pressure environment. The Executive Assistant works at a higher level of independence and is responsible for greater interaction with the media, community leaders and local, State and federal agencies and elected officials than the Administrative Assistant.

SUPERVISORY RELATIONSHIPS:

Directly responsible to the Mayor or the Council President (at the direction of the full Council). May supervise executive support staff or assign and monitor the work of part-time and/or temporary employees and interns. Works independently and establishes office procedures and work routines under the guidance of applicable Executive Office and City policies and procedures, as well as federal, State, City and departmental laws, rules and regulations.

ESSENTIAL FUNCTIONS:

1. Deals with highly sensitive and confidential data with discretion and professionalism.
2. Provides high level administrative support to the Mayor or City Council.

3. Receives and responds to a variety of inquiries, concerns and complaints from citizens and individuals with a business interest in the City. Screens and refers calls as appropriate. Assists in the resolution of problems and concerns through explanation of City or departmental practices and policies. Researches issues.
4. Maintains a good working relationship with members of the media; supplies appropriate and accurate information.
5. Hires and supervises support staff as required: assigns and reviews work; may conduct performance appraisals, assess and provide for training and development needs, and attend to performance issues.
6. Acts as records manager for area of responsibility; maintains and updates office filing system, updates various policies and procedures manuals, responsible for sending/retrieving archival materials. Keeps accurate records of all contracts, bonds, or other legal documents.
7. Makes travel arrangements as needed; schedules appointments, meetings and appearances, prepares agendas and background materials, maintains a disciplined, organized schedule.
8. May prepare and maintain budget and financial records, time sheets, etc. depending upon the area of responsibility.
9. Maintains inventories and determines need for supplies and equipment. May research information needed for purchasing decisions.
10. Attends meetings in order to keep informed of departmental activities, City projects, issues and actions. Acts as liaison between the Council or Mayor and City employees and the public; relays instructions and receives feedback.
11. May process and serve as contact for liquor license applications and State and local Liquor Board officials, schedule public hearing notices for publication or distribute packets of meeting materials, depending upon area of responsibility.

ADDITIONAL WORK PERFORMED:

1. May provide back up to other staff members, depending upon area of responsibility.
2. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Knowledge of municipal administration and familiarity with the functions and activities of the departments and divisions of municipal government.
- Excellent literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar, and format.

- Excellent interpersonal skills to deal with the public, staff, elected officials and media using courtesy and tact in sensitive or high pressure situations.
- Excellent listening skills and the ability to communicate orally and in writing in clear concise language appropriate for the purpose and parties addressed.
- Problem solving, decision making, time management, planning and organizing skills.
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Critical judgment in emergency situations.
- Willingness to maintain a high level of confidentiality and professionalism.
- Physical ability to perform the essential functions of the job.

WORKING ENVIRONMENT:

Work is performed in an executive office setting of high public contact and visibility, as well as in a semi-private office with computer workstation. May experience frequent interruptions. May also require occasional travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or General Equivalency Diploma (GED)
- A minimum of five (5) years general office experience including at least two (2) years as an executive secretary/assistant required.
- College of vocation training in office management or related area preferred.
- Keyboarding skills required, level depending upon position.
- Word processing and transcription skills required.
- Municipal or other governmental experience strongly preferred.
- Combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- May require valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: L.McGowan
S. Mahaffey
1/01

REVIEWED BY: _____
Don Keenan,
Acting Director
Human Resources