

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>EXECUTIVE ASSISTANT</b>	<b>E PLAN</b>
<b>CLASS TITLE:</b>	<b>Executive Assistant</b>	<b>SG:E-9</b>
<b>DEPARTMENT:</b>	<b>Executive</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EEO4CODE:AS</b>

**JOB SUMMARY:**

Position is responsible for supporting and assisting the Mayor by performing the executive secretary and office management functions of the Mayor's office. Assists the Mayor on a variety of issues including researching and responding to questions from citizens regarding City projects, plans and initiatives of the Mayor's office. Responsibilities include liaison with local, state and federal agencies as well as close working relationships with Chief Administrative Officer, Executive staff, City Council, department heads and staff, various community leaders in schools, businesses and public agencies, and media representatives. Work requires a high degree of confidentiality and discretion in a publicly sensitive environment.

**SUPERVISORY RELATIONSHIP:**

Directly responsible to the Mayor, working under the day to day supervision of the Chief Administrative Officer. Serves as part of the City's executive management team. Supervises Executive support staff and delegates assignments to accomplish work of the Executive Office. Works independently and establishes office procedures and work routines under the guidance of Chief Administrative Officer and City policies and procedures.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. **Mayoral Administrative Support:** Provides administrative support to the Mayor and Executive Office, either directly, or through delegation to assigned staff.
2. **Scheduling and Travel:** Schedules Mayor's appointments, meetings and appearances, maintaining a disciplined, organized schedule. Arranges Mayor's travel itinerary and reservations, processes documents for advance travel money and reimbursement of business expenses. Schedules appointments and handles travel arrangements for other members of the Executive staff as assigned.
3. **Customer Service:** Receives and responds to 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 for the public and for the Mayor. Prepares responses to correspondence. Prepares drafts of proclamations and other documents issued by the Mayor.
4. **Communications:** As representative of the Executive Office interacts with the public using courtesy, tact, and discretion at all times. Maintains effective communications with the City Council and City staff, providing assistance as appropriate in matters needing the attention of the Mayor or Chief Administrative Officer. Routes or otherwise handles press inquiries according to protocol.

Maintains a good working relationship with members of the media; supplies appropriate and accurate information as authorized.

5. **Boards and Commissions:** Maintains records of Mayor's appointments to the various City boards and commissions, works with the Mayor and Chief Administrative Officer to ensure timely appointment / reappointment
6. **Department Head Liaison:** Works collaboratively with the Chief Administrative Officer, acts as liaison to staff, provides a communication link between Mayor and department heads/staff. Alerts the Mayor and Chief Administrative Officer to information and problem areas needing attention or awareness. Attends Mayor's Department Head staff meeting in order to keep informed of City/departmental activities, City projects, issues and actions. Prepares minutes of meetings and distributes as well as other follow up duties as assigned.
7. **Council Packet Submittal:** Monitors and coordinates agenda bills, attachments, and other documents from the departments and Executive intended for the Council meeting agenda packets and readies for mayoral review process.
8. **Confidentiality and Discretion:** Protects sensitive and confidential information regarding collective bargaining agreements, personnel matters, litigation, and other matters requiring a high degree of discretion.
9. **Staff Supervision:** Hires and supervises Executive support staff; delegates, distributes, assigns and reviews work; conducts performance appraisals; assesses and provides for training and development needs; and attends to performance issues.
10. **Records Management:** Acts as records manager for Executive Department; maintains and updates office filing systems; updates various policies and procedures manuals. Responsible for sending/retrieving archival materials. Keeps accurate logs of all contracts, bonds, or other legal documents which the Mayor signs and routes for final disposition per procedure. Records and routes to Legal Department all legal documents served to the Mayor as Chief Executive of the City. Monitors and routes payroll documents, conference and vacation leave requests of department heads. Maintains official scrapbook of newspaper clippings, photos, etc., concerning events of interest to the City.
11. **Budget Preparation and Administration:** Assists Chief Administrative Officer in the preparation and administration of the Executive Department budget and financial records. Prepares and submits payroll time sheets for Executive Department. Inventories and determines need for office supplies and equipment; processes purchase orders. May research information needed for purchasing decisions. Handles living and travel arrangements for Intergovernmental Affairs Director.
12. **Liquor Licenses:** Processes all liquor license applications for the City of Bellingham, routing to affected departments. Involves interaction with licensees and state and local Liquor Board officials.

#### **ADDITIONAL WORK PERFORMED:**

1. Other duties as assigned within scope of position classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Knowledge of municipal administration and familiarity with the functions and activities of the departments and divisions of municipal government.
- Ability to develop and maintain a working familiarity with City business and priorities, current and on-going City departmental and legislative issues, and community stakeholders.
- 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.
- Service Orientation: Demonstrates a desire and ability to identify and serve customers (internal and external)
- Results Orientation: Demonstrates a concern for surpassing standards of excellence, reaching challenging goals, continuously improving work.
- Teamwork and Cooperation: Demonstrates an ability to work cooperatively within diverse groups and across the organization to achieve group and organizational goals.
- Critical judgment in sensitive and emergency situations.
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Excellent time management skills
- Ability to work independently in carrying out position responsibilities.
- Ability to maintain a high level of confidentiality and professionalism at all times.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job.

**WORKING ENVIRONMENT:**

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

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- High school diploma or General Equivalency Diploma (GED)
- Five (5) years general office experience including at least two (2) years as an executive secretary/assistant.
- Keyboarding skills required at 60 words per minute
- Advanced word processing skills required
- Strong transcription skills required
- Significant experience in a public office setting is desirable
- College or vocational training in area related to the position, such as office management, public administration, or other related area is preferred
- 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:**

- Due to the nature of the work of the Executive Office, applicants must pass a Police Department criminal convictions records check prior to hire.
- Requires valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

**PREPARED BY:** Barry Bjork  
2/76

**REVIEWED BY:** \_\_\_\_\_  
Mark Asmundson, Mayor

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