

CITY OF BIG BEAR LAKE

ADMINISTRATIVE ASSISTANT - CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical, and office administrative support tasks and duties in support of the City Manager, City Council, Mayor and City Clerk; serves as the Deputy City Clerk; assists the public by providing information personally or directing information requests according to established procedures; performs work on special programs and projects; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Assistant - City Manager** is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organizing and coordinating workloads, maintaining calendars, scheduling appointments, and preparing documents. This classification is distinguished from the next lower class of Administrative Assistant in that the latter performs administrative support activities for a department head or division manager.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Manager and the City Clerk. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical and administrative support tasks and duties in support of the City Manager, City Council, Mayor and City Clerk; assists the public by providing information personally or directing information requests according to established procedures; serves as the Deputy City Clerk.
- Receives and disseminates all of the City Manager's calls and determines the appropriate department or division manager to research and respond to issues.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public requiring in-depth knowledge of the City; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the City to callers and visitors in a professional and customer friendly manner.
- Assists in the preparation of agenda reports, official documents, minutes, resolutions, ordinances and

ADMINISTRATIVE ASSISTANT – CITY MANAGER

Page 2

agreements; prepares and distributes City Council agenda packets; manages records and official files for the City Council, Improvement Agency and Fire Protection District; attends City Council meetings in the absence of the City Clerk.

- Performs a wide variety of sensitive and confidential routine and complex clerical, office, and administrative support tasks and duties.
- Coordinates and oversees a variety of special projects and programs as assigned by the City Manager; conducts research and provides recommendations regarding project activity.
- Uses computers to enter, prepare, and proofread drafts, labels, forms, envelopes, and a variety of documents, including general correspondence, staff reports, press releases, public information items, spreadsheets, agendas, resolutions, meeting minutes, legislative documents, and memos; gathers data and keeps necessary records to support administrative decision making; establishes and maintains a variety of public records and files; responses to requests for public records; researches files for information requested for the preparation of reports or conduct of other office business.
- Compiles and maintains records and prepares reports; maintains a variety of files; assists in the preparation of the budget by gathering information, preparing justifications, and researching the prior year's ending; monitors accounts; performs account analysis.
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences.
- Assists the City Clerk in conducting municipal elections; attends bid openings in the absence of the City Clerk.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery surfaces or uneven, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone, transcribing meeting minutes from recordings and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Administrative Assistant - City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of significant, directly related, and progressive administrative and clerical support experience of a highly confidential nature, and a high school diploma or equivalent, supplemented with specialized training in the clerical/secretarial field. The possession of an associate's degree in a related field can substitute for two years experience. Public sector experience is preferred.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; complex clerical and administrative tasks; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Provide complex clerical support to executive management; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of work; maintain complex office and confidential records and files; oversee special projects and programs; meet critical deadlines; deal successfully with the public, in person, and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.