

EXECUTIVE ASSISTANT TO THE RETIREMENT ADMINISTRATOR

DEFINITION

Under direction, performs a variety of complex and confidential administrative support duties for the Retirement Administrator.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Retirement Administrator or designee. May exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Retirement Administrator exercises considerable discretion and independent judgment while performing administrative tasks of a confidential or sensitive nature. The Executive Assistant to the Retirement Administrator receives assignments in terms of broad objectives and maintains full responsibility for completion of assignments with minimal supervision. Performing the most critical and/or sensitive of administrative assignments incumbents are expected to act as a liaison between the Retirement Administrator, Retirement Boards, City and civic officials, employees and the public. Responsibilities may include interpretation of Retirement Administrator and City policies, rules and procedures. Executive Assistant to the Retirement Administrator is unclassified and serves at the will of the Retirement Administrator.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Provides executive assistance to the Retirement Administrator including handling confidential and sensitive matters of an administrative nature.

Initiates, organizes and reviews a variety of administrative assignments.

Coordinates office support functions and activities; may supervise paraprofessional, technical or clerical employees.

Develops and implements organizational or procedural improvements affecting office activities, such as record keeping, forms control, and office procedures.

Provides clerical assistance as needed, including finalization of legal documents.

Serves as liaison between the Retirement Administrator, other departments, elected officials, boards, commissions, and the public; screens calls, visitors, and mail.

Interprets Retirement Board policies, rules and regulations in response to inquires; refers inquiries as appropriate.

Maintains responsibility for critical and sensitive administrative assignments, including special projects.

Schedules meetings, takes minutes of and prepares appropriate background materials and files for various proceedings; follows through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Types and organizes a variety of materials including general and detailed correspondence, memoranda, and sensitive personnel actions utilizing word processing and/or computer equipment; initiates and maintains a variety of files and records.

Researches, compiles and analyzes data for special projects and various reports; coordinates special projects and activities as assigned.

Prepares travel arrangements; maintains appointment schedules and calendars, and arranges meetings and conferences.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL FUNCTIONS

Knowledge of:

English usage, spelling, grammar, punctuation modern office methods, procedures, equipment, and of City computer-based systems and their capabilities.

Organization, procedures, and operating details of the City and the Office Retirement Boards.

City government organization, functions, policies, practices, rules and regulations.

Techniques available to maximize the utilization of human resources to benefit both the City and the employees.

Principles of research and report preparation.

Ability to:

Understand the organization and operation of the City, Retirement Administrator, Retirement Boards and of outside agencies as necessary to assume assigned responsibilities.

Prepare and present oral and written reports, correspondence, letters and recommendations concisely, logically, clearly and convincingly.

Represent the Retirement Administrator at various meetings and engagements.

Interpret and apply administrative and departmental policies, laws and rules.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Prepare training and performance feedback to maximize productivity.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records.

Maintain confidential data and information.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with other department directors, as well as City officials and members of the public, and those contacted in the performance of required duties.

Skill to:

Operate modern office equipment including word processor and computer equipment and type accurately at a speed necessary for timely completion of assigned duties.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or GED equivalent;

AND

Experience:

Five (5) years of full-time paid experience performing responsible office support preferably in a retirement or benefit office.

Necessary Special Requirements

A valid California Driver's License will be required at the time of appointment.

APPROVED: (Signature on file) _____ DATE: 12/12/2019
Director of Personnel Services

NEW: JTC/scm/ejk 12/10/2019