

EXECUTIVE ASSISTANT TO THE CITY COUNCIL

DEFINITION

Under direction, provides complex and confidential secretarial, administrative, and clerical duties to the City Council.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Councilmember, Chief of Staff or designee. May exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Council classification exercises discretion and independent judgment while handling confidential and sensitive matters of an administrative/secretarial nature in support of the City Council. It requires a general working knowledge of the City government organization, goals, and priorities. The Executive Assistant to the City Council may be responsible for coordinating the secretarial and clerical support functions for staff. The incumbent acts as a liaison and has extensive contact with governmental officials, other employees, and the public. This class differs from other Executive Assistant classifications within the City in that this class provides office administrative and secretarial support to the City Council, who are elected officials within the City.

This is an unclassified position in which the incumbent serves at the will of the City Council.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Coordinates office support functions and activities in support of the City Council; may supervise assigned staff.

Schedules and coordinates meetings, appointments, and events for the Council President/Council; prioritizes and manages conflicting scheduling demands effectively.

Handles incoming mail, faxes, and other forms of correspondence, sorting and prioritizing as needed; ensures timely and appropriate responses to all incoming communications.

Assists in the preparation of meeting agendas, gathering relevant documents, and distributing materials to participants.

Attends meetings to take notes, record minutes, and track action items; follows up on action items and ensures that decisions made during meetings are implemented.

Coordinates with other Councilmembers, government officials, community leaders, and

constituents on behalf of the City Council.

Arranges travel logistics for the Council President and Councilmembers, including booking flights, accommodations, and transportation; prepares detailed itineraries and travel packs, ensuring that all necessary arrangements are made; handles last-minute changes or emergencies related to travel plans.

Conducts research on various topics as requested, compiles information and prepares briefing materials.

Interprets City and departmental policies, rules and regulations in response to inquiries; refers inquiries as appropriate.

Assists with the council's agenda, breakfast, and related events.

Provides timely and accurate briefings to the Council President, Councilmembers and/or Chief of Staff.

Manages administrative tasks such as filing, data entry, and record-keeping utilizing computer hardware and software applications.

Processes expense reports, invoices, and other financial documents in a timely manner.

Maintains office supplies and equipment, ordering replacements as needed.

Maintains strict confidentiality regarding internal discussions, strategic plans, and personnel matters.

Assists with special projects, initiatives, or events as assigned by the Council/Council President.

Coordinates cross-departmental efforts and collaborates with other staff members to achieve project goals.

Provides support for community outreach, public relations, or advocacy campaigns as needed.

Identifies opportunities to streamline processes, improve efficiency, and enhance the effectiveness of the Councilmember/Council President's office.

Performs a variety of administrative support tasks including, but not limited to, personnel support functions, payroll entry and tracking.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures, and equipment.
- Organization, procedures, and operating details of the City Council.
- City government organization, functions, policies, rules and regulations.
- Basic principles of research and report preparation.
- Current trends and issues impacting the City of Fresno and constituents.

Skill/Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Communicate effectively, both orally and in writing.
- Represent the Councilmember or Council President at various meetings and engagements.
- Compose correspondence and letters.
- Interpret and apply administrative and departmental policies, laws and rules.
- Analyze situations carefully and recommend and/or adopt effective courses of action.
- Plan, organize and schedule priorities in the office.
- Maintain professionalism and discretion in all interactions and communications.
- Handle sensitive information with the utmost confidentiality and discretion.
- Compile and maintain complex and extensive records.
- Understand and follow oral and written directions.
- Type accurately at a speed necessary for timely completion of assigned duties.
- Take shorthand at a speed necessary for adequate job performance.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Operate modern office equipment including computer hardware and software applications.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or GED equivalent.

Experience:

Three (3) years of increasingly responsible secretarial and/or clerical experience, including administrative duties. Experience must include handling sensitive and confidential matters.

Special Requirements:

Possession and continued maintenance of a valid California Driver's License will be required at the time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 6/11/2024

NEW: SM:vp 6/11/2024