

TITLE: Executive Assistant

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DEPARTMENT: City Manager, City of Franklin

JOB SUMMARY: This position provides administrative support for the City Manager and the City Attorney.

MAJOR DUTIES:

- o Assists the City Manager with research and the collection of data concerning city operations from documentary and personal sources.
- o Assists the City Manager and City Attorney in the gathering of information.
- o Confers with persons requesting services or making complaints on matters of importance to the city, in person or by telephone.
- o Prepares analyses of policy and program issues and submits recommendations to the City Manager.
- o Compiles and analyzes data using statistical, historical, and financial information.
- o Prepares financial reports, requests for proposals, and policy statements.
- o Assists in the development of an administration of the operating and capital budgets.
- o Designs programs and projects to improve the efficiency and effectiveness of city services.
- o Performs liaison activities to local and governmental agencies and organizations.
- o Assists the City Manager in the gathering of information for the City Council.
- o Represents the City Manager in his or her absence.
- o Assists departments with Council work session presentations.
- o Maintains all boards and commissions information; sends related correspondence; updates contact books.
- o Serves as secretary to boards and committees as assigned.
- o Prepares City Council meeting minutes; maintains an index of minutes.
- o Prepares City Council meeting agendas for distribution.

- o Prepares monthly calendar of board and commission meetings.
- o Oversees the selection, bidding, ordering, and distribution of annual employee gifts; plans employee social activities.
- o Maintains annual disclosure forms; maintains ordinances and resolutions for public viewing.
- o Prepares the Annual Report and Action Plans.
- o Assists other departments with research and planning activities.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of public management and organization theories, principles, practices, and techniques at the local level.
- o Knowledge of the organization, function, and methods of operation of the city's legislative, executive staff, and operational departments.
- o Knowledge of the basic laws, ordinances, and regulations applicable to a municipal corporation.
- o Knowledge of municipal finance and administration.
- o Knowledge of computers and other modern office equipment.
- o Skill in the preparation of correspondence and reports.
- o Skill in the provision of services to visitors and callers.
- o Skill in oral and written communication.
- o Skill in the analysis of a variety of complex administrative problems.

**SUPERVISORY CONTROLS:** The City Manager or City Attorney assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department rules and policies. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied administrative duties. The volume of work and strict deadlines contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to provide administrative support to the City Manager and the City Attorney. Successful performance contributes to the efficiency of city operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, elected and appointed officials, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.