CITY OF NAPOLEON

Executive Assistant to Appointing Authority

DEPARTMENT: Law
REPORTS TO: Law Director
FLSA STATUS: Salaried (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Billy Harmon, City Law Director
APPROVED DATE: November 21, 2016

SUMMARY

Performs a wide variety of complex secretarial and executive assistant tasks requiring initiative, independent judgment, and extensive working knowledge of City organization and programs. Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following:

Receives visitors and communications for the Director; ascertains nature of business and personally handles those requesting routine information, appointments, and tasks; directs remainder to appropriate official/staff.

- As directed, schedules appointments for, and with, the Director; coordinates and schedules meetings.
- Screens incoming calls, correspondence, and mail, responding independently when possible.
- Reviews and briefs for the Director's attention news articles, reports, bulletins and other materials.
- As directed, takes and transcribes dictation of confidential material; composes letters and memoranda for the Director's signature.
- Maintains files and records for the Director's Office, including records retention and public records requests; and/or coordinates records retention schedules and disposal for all department records.
- Directs preparation and filing of documents with government agencies to conform with statutes.
- Prepares and types a variety of routine and special reports from source material in files, including confidential material.
- Completes, or assists with completion of, special projects/assignments.
- Composes routine correspondence for signature or signs correspondence on behalf of Director when directed to do so.
- As directed, arranges complex and detailed travel plans and itineraries; compiles documents for travel· related meetings or electronic conferencing.
- Coordinates City business meetings; collects, duplicates and disseminates back up materials; attends meetings and takes notes, prepares follow-up staff instructions to be distributed to all City departments.
- Performs department budget functions; monitors department budget to ensure expenditures do not exceed allocations; prepares requisitions; and maintains department files for all expenditures.

- As directed, represents Director at assigned functions; including taking and maintenance of City Council, Boards, Commissions, and Committee meeting minutes.
- As directed, may be required to assist in other tasks assigned after normal working hours dealing with City Council, Boards, Commissions, and Committees.
- Provides backup, guidance, and direction for support staff in the assigned Department.
- Assists with department personnel functions. Participates in employee selection and hiring process, and assists in new employee training when directed by the Director, including but not limited to, evaluation, and disciplinary process.
- Performs any other duties as assigned by the Director.

SUPERVISION RECEIVED AND EXERCISED

- Works under the general supervision of the assigned Director.
- Supervises and disciplines subordinate staff of the Department, as assigned.
- When applicable or assigned, direct the work of subordinate staff.
- Customarily and regularly exercises discretion and independent judgment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of Director's office procedures.
- Knowledge of ordinances, official functions, and personnel procedures.
- Skill in the use of shorthand and note-taking, as required by the area of assignment.
- Ability to deal with the public in an effective and courteous manner.
- Ability to keep complex and fiscal statistical records, ledgers, and files and provide information correctly and, orally and in writing.
- Ability to independently prepare agendas, and related complex or confidential correspondence.
- Ability to listen and ascertain the needs of the members of the public; ability to find and communicate accurate information concerning process, policies and procedures to members of the public; ability to respond to customers tactfully and courteously.
- Expertise with internet, research, word-processing, e-mail, document management presentation, and spread sheet programs utilized by the City.

EDUCATION AND/OR EXPERIENCE

- Graduation from high school or equivalent and college-level courses in business, public or office administration.
- Five (5) or more years of professional related experience as an Executive Secretary or Assistant to a Board of Directors, CEO or senior level staff member(s) or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

LANGUAGE SKILLS

- Must be fluent in both written and spoken English.
- Knowledge of business English and legal formats and terms.

MATHEMATICAL SKILLS

Knowledge of mathematical operations and spread sheet algorithm processes.

CHARACTER AND FITNESS

- Must demonstrate character traits that would not be detrimental to the successful performance on the position.
- Not to have any felony convictions or dismissal from public service.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be a Notary Public in and for the State of Ohio or possess and maintain the same within ninety (90) days of employment.

REASONING ABILITY

Ability to work independently on complex and confidential administrative tasks, compose effective and accurate correspondence, and deal with non-routine and complex tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have computer skills;
- Must be skilled in word processing, database, and spreadsheet operations;
- Must be able to type at a reasonable speed;
- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

This job must be performed on-site unless otherwise directed.

- Provides off-site administrative support during emergency conditions at the Emergency Operations Center (EOC) for the City of Napoleon; possible long shifts; maintains EOC files as assigned.

BACKUP FUNCTIONS

Serves as backup to support staff and other Executive Assistants, subject to approval of Appointing Authority.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.