

Tempe Fire Department Policies and Procedures
Executive Assistant
410.02V
Rev 11-01-96

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative duties in providing staff assistance to a department manager.

Supervision Received and Exercised:

Receives general supervision from management staff.

May exercise direct or functional supervision over assigned administrative assistant staff.

Distinguishing Characteristics:

The Executive Assistant classification provides complex administrative assistance to a Department Manager and works with confidential information of a department-wide and/or city-wide impact. The Executive Assistant classification is distinguished from the Administrative Assistant II classification by the higher level and complexity of many assignments, and by the reporting relationship to a Department Manager.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible, and confidential administrative duties for a department manager. Conduct surveys; collect information on operational and administrative problems; prepare comprehensive reports or manuals; assist in the preparation of quarterly and annual reports.
- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Serve as administrative support for various Boards and Commissions; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.
- Participate in office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; set meetings for supervisor; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; coordinate recruitment process with human resources; monitor performance evaluation dates and provide appropriate forms to staff.
- May participate in the selection of staff; may provide or coordinate staff training; may work with employees to correct deficiencies; may implement discipline procedures.
- Prepare graphic presentations as required; may edit, format, design and maintain WebPages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Perform other related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative experience, preferably in a public agency

Training:

Equivalent to an Associate's Degree from an accredited college or university with major course work in public administration, business administration or a related field. A Bachelor's Degree is preferred.