



City of Tempe

EXECUTIVE ASSISTANT TO THE CITY MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	256	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Manager	<i>Salary / Hourly Minimum:</i>	\$63,481
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$85,700
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Executive Assistant to the City Manager
<i>Drug Screen / Physical:</i>	N		N
		<i>EEO4 Group:</i>	Professional

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Manager is distinguished from the Executive Assistant to the City Manager’s Office by the direct reporting relationship to the City Manager and the consistently complex and highly confidential work assignments required.

REPORTING RELATIONSHIPS

Directly supervised by the City Manager.
 May exercise direct supervision and/or provide functional and technical direction over assigned administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of responsible administrative experience, preferably in a public agency.
<i>Education:</i>	Requires a Bachelor’s Degree from an accredited college or university with major course work in public administration, business administration, political science or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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 the City Manager.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Manager and the Assistant City 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; schedule meetings and public appearances for the City Manager and the Assistant City Manager; 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; and coordinate recruitment process with human resources.
- 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.
- Provide pro-active performance planning utilizing performance management tools.
- Perform other related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective July 2001</i> <i>Effective April 2004 (changed to unclassified)</i> <i>Revised August 2006 (Job Title and some changes to the descriptions and duties)</i> <i>Revised February 2008 (added City Attorney to descriptions and duties where applicable)</i> <i>Revised September 2011 (eliminated flex series; changed reporting relationships; changed to classified)</i></p>