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| Job Title: | Executive Assistant |
| Department: | City Manager |
| Grade: 21 | Hiring Range: \$36,184.55-\$46,135.30 |
| Apply at: | Human Resources Department, City Hall, 601 Gloucester St., (2 nd Floor) Brunswick, GA 31520, an Equal Opportunity Employer or online at: www.brunswickga.org/jobs.html |

Job Summary

Employee is responsible for providing an executive level of office management and administrative assistance to the City Manager with work prioritized by the City Manager. Work involves sensitive and confidential documents. Works under broad guidelines and must demonstrate considerable judgment and initiative. Resolves routine and complex problems related to multiple support areas and makes recommendations to City Manager regarding needed procedural changes. Assists employees in the City Manager's Office with questions regarding, policies, procedures and citizen concerns.

Essential Functions of the Job

1. Serves as the primary contact for phone calls and visitors for the City Manager
2. Greets citizens who visit in person; ensures that visitors are intercepted prior to unannounced visits
3. Provides information and explanations of the processes and procedures of the City Manager's Office and related City functions and areas to the public
4. Filters phones calls and makes inquiries of visitors in order to obtain the necessary information for the City Manager
5. Handles or redirects misdirected telephone calls to the appropriate agency or staff person in the organization
6. Develops and maintains recording keeping and filing system and labels all material to ensure items requested can be found in a timely manner
7. Creates, updates, and maintains records, staff meeting minutes, and internal operating procedures
8. Follows record retention schedules for the City Manager's Office
9. Scans documents into electronic records management software
10. Drafts and edits written and electronic correspondence, resolutions, proclamations, internal operating instructions, memos, letters, and other documents for the City Manager
11. Keeps materials confidential and only involves people who are directly related to the issue
12. Leads in the research, formulation, implementation, and coordination of City policies, researches and drafts City policies, discusses policy recommendations with departments and revises policies as necessary
13. Communicates to department Directors and staff the decisions and directives as assigned by the City Manager;
14. Undertakes special projects as assigned which do not clearly fit into other departments' area of focus on assisting others departments as directed by City Manager..
15. Arranges all travel for the City Manager including tickets, reservations, lodging, maps, directions and itinerary
16. Makes conference and meeting plans and other necessary arrangements
17. Delivers confidential items, legal documents, and administrative records to designated parties
18. Assists with employee and public relations events
19. May represent the City Manager at meetings with staff at community organizations or with the public

20. Receives, processes and distributes incoming mail to Mayor and City Manager
21. Notarizes documents
22. Acts as receptionist for the City Manager's Office
23. Filters phone calls and makes inquiries of visitors in order to obtain the necessary information for the City Manager

Other Tasks and Responsibilities

Performs other related duties as assigned, in support of customer needs and organizational objectives

Knowledge, Skills, Abilities, and Other Characteristics:

1. Knowledge of and/or able to learn Records Management Practices at Federal, State, and Local level.
2. Knowledge of general office practices and use of office machines.
3. Knowledge of computer operations.
4. Knowledge of Microsoft Office applications to include Outlook, Word, Excel, Access, PowerPoint.
5. Knowledge of all City departments' functions and responsibilities.
6. Knowledge of or ability to quickly learn about departmental and organizational standards, practices, procedures, and protocol.
7. Knowledge of basic fire and emergency services operations.
8. Basic knowledge of automated office systems.
9. Ability to organize work effectively, to evaluate administrative processes and procedures, such that efficiency is maximized.
10. Ability to manage competing priorities and to follow through to completion.
11. Ability to communicate effectively, both verbally and in writing, with a wide variety of co-workers, public officials, business owners, citizens, and representatives of regulatory agencies.
12. Ability to establish and maintain effective working relationships, to work cooperatively and constructively with officers and others, to negotiate for scarce resources, to build consensus in a group, and to exercise diplomacy in promoting the department's common goals.
13. Ability to serve as a positive role model, helping to create a positive work environment which encourages individual and team growth and development.
14. Ability to work independently as well as with a team.
15. Ability to maintain confidentiality.
16. Ability to apply problem-solving techniques, to identify reasonable alternatives and causes, and to recommend appropriate action. Ability to assimilate and reconcile bits of information, to perceive relationships between bits of information, and to reach sound conclusions based on available information.
17. Ability to make effective and appropriate decisions with sometimes incomplete information.
18. Ability to apply established standards, regulations, and departmental policies and procedures consistently and fairly.
19. Ability to work as a member of team of professionals supporting the overall goals and objectives of the organization.
20. Ability to perform other related duties as assigned, in support of customer needs and organizational objectives.

Minimum Requirements (Education, Experience, Training, Certifications/Licenses)

High School Diploma/GED; Associates degree preferred, with emphasis in business administration, or public administration or a related field, and two (2) years of increasingly responsible experience in local government in a similar position; Five (5) years related administrative experience or an equivalent combination of education and experience. Notary Public for the State of Georgia. Safe driving record and valid driver's license. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background required.