



<b>Job Title:</b>	Executive Assistant	<b>FLSA:</b>	Non-Exempt
<b>Department/Div:</b>	City Manager	<b>EEO-4 Code:</b>	
<b>Reports to:</b>	City Manager	<b>Date:</b>	12/2023
<b>Supervises:</b>	None		
<b>Starting Pay:</b>	\$25.73		

#### 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.

#### MAJOR DUTIES

1. Serves as the primary contact for phone calls and visitors for the City Manager
2. Acts as Receptionist to the City Manager's Office.
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/Assistant 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, research, and drafts City policies, discusses policy recommendations with departments and revises policies as necessary.

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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 other departments as directed by City Manager
15. Arranges all travel for the City Manager and Asst. City Manager including tickets, reservations, lodging, maps, directions, itinerary, and tax forms.
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 the City Manager
21. Notarizes documents.
22. Reviews emails to ensure all appointments, requests and inquiries are processed and met.
23. Process documents to obtain signatures and meet deadlines outlined.
24. Schedules virtual meetings for the Finance Committee and transcribes minutes.
25. Supervises Building Custodian
26. Order necessary building supplies
27. Maintains surplus items for GovDeals website including posting.
28. Works to coordinate city events.

## KNOWLEDGE REQUIRED BY THE POSITION

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

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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.

### **SUPERVISORY CONTROLS**

The City Manager assigns work in terms of general instructions.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency of those operations.

### **CONTACTS**

- Contacts are typically with co-workers, recipients, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

High School Diploma/GED. Associate 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.

*The City of Brunswick is an Equal Opportunity and E-Verify employer.*