

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

City of Alameda
Code No. 1404
Approved by C.S.B.
October 4, 2006

PRINCIPAL EXECUTIVE ASSISTANT

=====

DEFINITION

Under direction provides highly responsible, complex and sensitive administrative and technical support to the City Manager, staff and/or the Mayor and Council; coordinates daily office operations in the City Manager's Office; performs other related work as required.

DISTINGUISHING FEATURES

The nature of the work performed is critical, confidential, and politically sensitive, requiring thorough knowledge of City-wide procedures and policies. Strong interpersonal skills, political awareness, sensitivity and tact are necessary to perform effectively. The incumbent provides direct supervision to clerical and other administrative support employees, works with a high degree of independence, and exercises discretion in the resolution of complex and sensitive problems.

EXAMPLES OF DUTIES

1. Coordinates all administrative activities and functions of the City Manager's Office, including administrative work flow coordination and clerical staff supervision; plans, develops, establishes, evaluates and modifies administrative and technical procedures and practices and related activities; provides direct administrative support to the City Manager.
2. Tracks, monitors and follows up on action items generated through or submitted to the City Manager's Office; monitors status of projects and referrals to departments; keeps the City Manager apprised of progress and potential issues or problems.
3. Receives and tracks incoming correspondence and communications, independently responding or routing as appropriate.
4. Performs specialized administrative duties including preparation and management of complex, sensitive or official documents; performs a wide variety of other highly complex, responsible, sensitive and confidential administrative duties, including data entry, document production and data organization; prepares correspondence, reports, charts, spreadsheets and statistical data; establishes and maintains complex and confidential recordkeeping systems.
5. Performs administrative detail, such as coordinating and scheduling activities, events, receptions and official functions; coordinates the City Manager's calendar and schedule; coordinates travel, meeting and conference arrangements.
6. Serves as a primary resource for City staff, elected and appointed officials, residents, community and business leaders, or visitors, answering policy, procedural or technical inquiries; confers with other departments, public officials, consultants and residents; interprets and explains policies and procedures; makes presentations on assigned projects and programs; investigates and resolves matters on behalf of the City Manager.
7. Collects, compiles, and utilizes technical information to make recommendations; compiles, organizes and analyzes data; prepares reports and summaries.
8. Gathers information, materials, and documents, develops resources, and coordinates activities with City departments and with other organizations and agencies.
9. Provides staff support as assigned; prepares agendas and minutes.
10. Participates in Council meeting agenda preparation; coordinates staff report submission to the City Manager's office for review.
11. Assists in budget preparation and administration.
12. Administers various staff functions of the City Manager's Office.
13. Supervises, trains, and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by college coursework in public or business administration.

Experience: Three years of highly responsible experience providing primary administrative and technical support

to executives, with work related to government business operations, project management, communications, community relations, and budget administration.

Knowledge

Knowledge of basic organization and function of municipal government, including the role of an elected City Council and appointed boards and commissions; functions and role of the City Manager and all City operations; general principles and practices of modern public administration; principles and practices of modern office administration; application of modern computer technology including designated operating programs and software programs for word processing, spreadsheets, presentation programs, and databases; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation and document formats.

Ability

Ability to effectively perform highly responsible, complex and sensitive administrative support work with speed and accuracy including typing and document production; coordinate all administrative activities and functions of the City Manager's Office and determine work priorities and methods; address, and where authorized, handle confidential and sensitive material, information and situations; analyze data and problems and recommend viable solutions; interpret and apply established City policies and procedures; plan, administer and evaluate work programs and practices; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records and record keeping systems; operate a variety of modern office equipment including computers and designated software; communicate effectively; establish and maintain effective working relationships with City staff, elected and appointed officials, residents, and community and business representatives; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.