



## City of Irving Job Description

### Senior Executive Assistant

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	City Manager's Office
<b>Job Code:</b>	09001	<b>Reports To (Job Title):</b>	Assistant to the City Manager

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#### PURPOSE

To provide advanced administrative support to the City Manager and Business & Civic Affairs executives while serving as liaison to executives and senior members of management, elected officials, city staff, and the public.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare weekly Reading File from City Manager to Mayor and Council.
- Compile information to complete reports and presentation for Executives; this includes conducting research into varied concerns and topics by gathering data, as well as, evaluating and summarizing findings to assist the executive.
- Coordinate City Manager's weekly Direct Report and Strategic Briefing Review meetings; Coordinate Leadership Training; Coordinate seating for Work Session and Council meetings.
- Manage executive calendars; Coordinate internal and external meetings/complex events/conference calls; Make travel arrangements and complete expense reports.
- Perform administrative duties (answer phones, assist angry residents with escalated issues, reserve conference rooms, run errands, send faxes).
- Prepare/proof correspondence (cards, letters, open records requests, memos); Prepare/proof informational packets/presentations/spreadsheets; Maintain confidentiality.
- Complete financial duties (develop/monitor City Manager's Office and Business & Civic Affairs budgets, issue/receive on purchase orders, process bill payments, prepare petty cash vouchers and new vendor forms, and reconcile MasterCard and P-Card statements).
- Carry out media functions (assist with press releases, forward weekly posted agendas, maintain media contact list, route media calls and emails, scan daily media headlines for City Manager's information); Serve as administrative liaison between the City Manager, Elected Officials, City staff, other governmental agencies, and citizens.
- Perform personnel duties (approve/enter payroll, maintain databases for personnel requisitions, personnel status change forms, position control requisitions, prepare P4s, maintain personnel files).
- Schedule new hire/promotion management review interviews and six-month follow-up interviews.
- Manage the On-the-Spot awards program.
- Coordinate flower/food/gift orders for employees/business leaders on behalf of City Manager
- Execute special duties and projects as assigned by City Manager, the Assistant to the City Manager, or City Council.
- Provide functional guidance and task oversight to the Executive Assistant.
- Exercising independent judgment and discretion, institute recommendations for office processes to better serve the public and City staff.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Assist with community outreach initiatives (Career Days, City Manager speaking engagements, School tours of City Hall, Town Hall meetings).
- Develop and execute training for others; cross-train to perform co-workers duties when absent; complete training requirements.
- Notarize documents.
- Serve as liaison on behalf of City Manager's Office (Customer Service Committee, Employee Communications Committee, Records Management, Team HOPE, United Way Committee, various meetings/events as requested).

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Under the direction and guidance of the Assistant to the City Manager, Develop, administer, monitor, and coordinate the City Manager's Office budget of \$695,000 annually. Further, reconcile up to \$5,000 in expenditures per MasterCard or P-Card monthly.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree in Business Administration, Public Relations, or a related field of study from an accredited four-year institution; *or*
- Equivalent to an Associate's Degree in a related field of study and an additional two (2) years of additional experience.

### **EXPERIENCE**

- Three (3) years of relevant experience, which should include at least one year performing high-level administrative responsibilities requiring independent judgment and discretion.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Notary license
- Valid Texas driver's license

## **KNOWLEDGE OF**

- AP Style: Formatting and proofing techniques.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as Adobe Acrobat Pro, Banner, Citrix, Iportal, and MinuteTraq.
- Confidentiality: Methods and techniques of the proper handling and precautions for classified confidential, and sensitive information.

## **SKILLS AND ABILITIES IN**

- Accuracy: paying attention to detail in dealing with documents, ideas, numbers, and words
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Flexibility: Being adaptable while handling multiple requests from several executives.
- Focus: Adhering to strict deadlines while working in a fast-paced multi-task environment without constant supervision.
- Mechanical/Technical: Safely operating diverse office equipment including calculators, computers, copiers, digital cameras, fax machines, label makers, shredders, and telephones.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Service Orientation: Actively looking for ways and to help others.
- Process Assessment: Assessment: Evaluating current / potential processes for effectiveness and efficiency.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Teamwork: Actively participating and contributing to various internal and external teams.
- Executive Summary: Synthesizing and simplifying complex concepts for executive audiences.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, and as indicated by the needs of the audience.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, elected officials and the general public.
- Training & Direction: Effectively guiding and critiquing adult learners.
- Functional Supervision: Motivating, developing, and directing people as they work
- Planning: Sensing the environment and setting goals and objectives.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

The position will interact with City employees of all levels, as well as external stakeholders, conveying information of varying complexity. Courtesy, tact, and discretion are required in communications.

## **EQUIPMENT AND PROPERTY**

This position utilizes AV equipment, calculators, a coffee maker, computer, copier/scanner/fax machine, digital camera, hole puncher, label maker, laptop, printer, shredder, telephone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is required to carry, drive a vehicle, grasp/handle/feel, kneel, lift up to 25 pounds, listen, reach, see, sit, stand, talk, and walk.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The job requires the employee to handle highly confidential information with discretion and to adhere to strict deadlines working in a fast-paced, multi-task environment.

The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.