

South Jordan City

Job Description

Title:	Executive Assistant	Effective Date:	1/1/17
Org:	100100	FLSA:	Non-Exempt
Pay Grade:	11	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of highly skilled administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial or clerical functions of city executive and administrative offices, and City Manager.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform general administrative duties; provide first contact assistance to the general public and determines the need to pursue further assistance with city officers; coordinate scheduling with City Manager; prepare correspondence, memos and related communications for personnel; complete reports as requested by City Manager; take dictation and transcribe letters, memos, etc.; compose communications as requested; act as notary public; process purchase requisitions for the department as needed.

Coordinate with other departments as needed to schedule meetings and conferences.

Attend staff and administrative meetings to take minutes and/or monitor recording of deliberations; transcribe minutes and maintain official minute record; prepare minutes for review and approval; import minutes into permanent records, files and cross-references; maintain permanent records.

Maintain calendar; schedule and coordinate meetings and appointments; apprise City Manager of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follow up on appointment schedules as needed to verify appointment and meeting commitments.

Compose, edit and prepare materials for printing and mailings for the Deputy City Manager.

Provide clerical support for Deputy City Manager.

Maintain credit cards and process payments.

Administer all travel arrangements for Executive staff and City Council.

Organize and facilitate special events within the City.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D.;
 - AND
 - B. Two (2) years of responsible experience related to above duties; one (1) year preferred at the administrative assistant level;

2. Special Qualifications:

Valid Utah Class D Drivers License.

Must be licensed in the State of Utah as a Notary Public, or obtain within six (6) months of employment

3. Knowledge, Skills, and Abilities:

Knowledge of modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Ability to operate a personal computer and Microsoft products.

Ability to handle and maintain highly sensitive material in a professional manner.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate standard office equipment; develop effective working relationships with supervisors, co-workers, and the public.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking and guided problem solving. Periodic local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Executive	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	2325