

EXECUTIVE MANAGEMENT ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: The Executive Management Assistant classification reports to the Executive Manager and performs a variety of difficult to complex administrative work in support of one or more Deputy City Managers. An employee in this class is responsible for: conducting and coordinating research and analysis, and preparing reports and correspondence outlining objectives, findings and recommendations; coordinating recruitments for key positions; leading City initiatives or serving in a lead capacity for a project team, and/or providing project support and coordination; providing coordination and oversight of financial reporting and/or budget reports, and personnel and administrative actions; attending and participating in meetings in support of a Deputy City Manager; reviewing materials submitted to a Deputy City Manager for accuracy and completeness and addressing issues with appropriate area; and assisting Deputy City Managers, Department Directors, and other key personnel in short- and long-range planning, performance measure development and reporting, budget development, financial reporting, and administrative report development. Additional responsibilities include keeping the Executive Manager, Assistant City Manager and Deputy City Managers informed of issues and concerns; addressing complex and/or difficult administrative issues and concerns; coordinating and supporting citizen, Council, or administrative committees; overseeing and monitoring contracts; serving as the coordinator and/or lead with Management Assistants in various departments; and handling sensitive and/or confidential issues. The Executive Management Assistant may supervise paraprofessional and/or professional staff. This classification performs related duties as required.

Distinguishing Features: This class is supervised by the Executive Manager, however, general direction is received from the Executive Manager, Assistant City Manager, and Deputy City Managers. Work is evaluated through conferences, meetings, written reports, and results achieved. The Executive Management Assistant differs from the Management Assistant I and Management Assistant II classifications due to the Executive Management Assistant being responsible for complex assignments that may cross through more than one department. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field. Extensive (5+ years) professional-level administrative experience. Experience in general municipal administration and report preparation, including research and analysis.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Business or Public Administration is desirable. Lead or supervisory experience is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public and other City employees in order to explain and interpret rules, regulations, practices, and policies of the City and assigned departments. Ensures that the Executive Manager, Assistant City Manager, and Deputy City Managers are kept informed on all matters requiring attention. Assists Department Directors in writing and assembling written documents, such as council, administrative, and financial reports. Prepares sensitive and/or confidential recommendations, reports, and correspondence.

Manual/Physical: Attends meetings (example: City Council, Council Committees, etc.) at the direction of the Executive Manager, Assistant City Manager, or Deputy City Managers. Prepares and updates schedules, graphs, and project status charts to display and summarize information for management review and presentation. Operates a variety of standard office equipment, such as a personal computer (PC), copier, calculator, etc.

Mental: Coordinates work activities with other City departments, other municipalities, and other agencies as required, to complete assigned projects. Conducts research, analyzes data, and prepares written reports and recommendations. Reviews work product to ensure compliance with standard operating procedures, Arizona Revised Statutes, insurance policies, City policies, etc. Performs mathematical calculations and financial analyses. Prioritizes own work, including research, team and/or committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings.

Knowledge and Abilities:

Knowledge of:

the functions, programs, and services provided by a municipality;
municipal management, including administrative and operational functions, policies, procedures, organizational structure, interdepartmental relationships, and budgetary practices;
organizational, financial, and political issues, as related to City management;
the principles and practices of modern management, public administration, municipal finance, and budgeting;
research and evaluation techniques, methods and procedures;
the principles and practices of contract preparation and monitoring; and
the principles and practices of statistics and statistical analysis.

Ability to:

make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;
gather pertinent facts, make thorough analyses, arrive at sound conclusions, and effectively present findings both orally and in writing;
work with City officials, City Management, department and division directors, supervisors, as well as groups outside the City, in order to develop viable solutions to problems;
readily adjust to a variety of work assignments and procedural changes;
establish and maintain effective working relationships with political officials, City officials, City Management, co-workers, other professionals, and the general public; and
communicate effectively through public speaking, written correspondence, presentations, etc.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-PROF

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 54

IND-9410

SWORN-No