

## EXECUTIVE MANAGEMENT ASSISTANT

### JOB DESCRIPTION

**Classification Responsibilities:** The Executive Management Assistant classification performs a variety of difficult to complex administrative work in support of citywide strategic initiatives, projects, and teams; supports one or more Deputy City Managers; and/or supervises Management Assistant IIs. Duties include conducting and/or coordinating high-level research and analysis, preparing significant reports and correspondence outlining objectives, findings, and recommendations; leading City initiatives or serving in a lead capacity for project teams, and/or providing significant project support and coordination; providing significant coordination and/or oversight of financial/budget reporting and personnel/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 Department Director, Deputy City Manager(s), and Assistant City Manager 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 Assistant Is and IIs in various departments; and handling sensitive and/or confidential issues. An Executive Management Assistant may supervise a variety of professional, technical, and paraprofessional staff. This classification performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. While this class is supervised by the Department Director, direction may be received from the Department Director, Deputy City Manager(s), and Assistant City Manager. 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 by the support of citywide strategic initiatives/teams, support for one or more Deputy City Managers, and/or supervision of Management Assistant IIs. 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. Some (6 months - 1 year) 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 Department Director, Deputy City Manager(s), and Assistant City Manager 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 Department Director, Deputy City Manager(s), and Assistant City Manager. 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. Meets scheduling and attendance requirements.

**Mental:** Coordinates work activities with other City departments, other municipalities, and other agencies 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, coworkers, 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.

Revised 5/24

CLP/ah/co

CS5172.DOCX

EEO-PROF

JOB FCTN-ADM

INCREMENTS 54-200

PAY GRADE: 56

IND-9410

SWORN-No