



City of Mason
Employment Opportunity
For
Executive Assistant

Hiring Range:	\$31.17 – 37.89 hr. DOQ	Classification:	Classified
Reports To:	City Manager or Designee	FLSA:	Non-Exempt
Posted:	September 20, 2024	Department:	Administration
Working Hours:	40 hrs. Per week	Status:	Full-Time

General Statement of Duties and Distinguishing Features of Class

This position is under the general direction of the City Manager or designee. The Executive Assistant is responsible for providing comprehensive support to the City Manager and City Manager’s Office team. As Executive Assistant this individual will serve and fulfill all responsibilities as Clerk of Council when designated by the City Manager. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. In time, this position will supervise a team of individuals who provide customer service and support to others.

This is responsible work involving performance of a number of varied clerical and administrative tasks; frequently handles confidential matters concerning political, policy, personnel, and other matters; keeps advised of the current status of the work of the City Manager and schedules appointments; helps maintain Council calendar and coordinate City representation at meetings and events, composes and types correspondence; screens visitors and phone calls by furnishing information requested and making appointments; completes complex assignments varying in nature; gives out information on a variety of inquiries and refers visitors to proper officials; organizes and maintains files; requires highest degree of discretion and integrity; handles clerical equipment; provides supervision and guidance to others as assigned; frequently has contact with employees and public; performs other related duties as assigned.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidates must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)

- Provide calendar management for City Manager. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Responsible for proofing written communication requiring the highest level of accuracy and discretion.
- When fulfilling Clerk of Council responsibilities this individual will create public notice, agendas, set up meeting spaces, respond to public requests, take meeting minutes, prepare certified mailings/filings, secure signatures on official documents etc.
- Complete a broad variety of administrative tasks that facilitate the City Manager’s ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; and completing required reports.



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- Serve as the primary point of contact for internal and external customers on all matters pertaining to city business, including those of a highly confidential or critical nature.
- Work closely with the City Manager's team to ensure all are well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the City Manager and Assistant City Manager updated while anticipating their needs in advance of meetings, assignments, or events, etc.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the City Manager and others, demonstrating leadership to maintain credibility, trust, and support with internal and external customers.
- Manage all aspects of office services and equipment as requested.
- Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
- Replenish Meeting or office materials such as snacks, printer supplies, paper, office supplies, etc.
- Provide event management support as requested.
- Provide hospitality to all guests and help to create a welcoming environment.
- Answer the main phone line to the department and respond to inquiries.
- Invest in building long-lasting relationships both externally and internally.
- Manage petty cash reimbursements and reconciliation.
- Perform other work and projects or duties as assigned.

Skills, Knowledge, and Abilities:

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Exceptional Time Management a must.
- Proficient with computers and software programs within Office 365.
- Significant executive support experience, including supporting multiple individuals.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Excellent verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- High degree of professionalism in dealing with diverse groups of people, including City Council, senior executives, staff, community leaders, and city partners.
- Ability to provide leadership and guidance to others.
- General knowledge of operations of City government.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.



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Minimum Education, Experience, and Requirements

- Extensive experience in office management, secondary education a plus or equivalent, extensive advanced training in business or office procedures.

Physical Requirements:

- Able to work in a fast paced, quick changing, intense environment.
- Able to sit for extended periods of time working on computer and keyboarding activities, viewing computer screen, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear ring tones on telephones or cell phones, alarms, etc. with or without reasonable accommodation.
- Manual dexterity to perform administrative tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Communicate professionally in person, in writing, and other mediums as needed for duties assigned.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.