

**EXECUTIVE ASSISTANT TO CITY ADMINISTRATION****SUMMARY:**

Under limited direction provides highly responsible and complex administrative support to the City Administrator and assures flow of work in the office; and performs other duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Prepares and distributes the City Commission agenda, CRA agenda all items included on these agendas to inform the City Commission, City staff and the public.
2. Interacts with all departments and outside entities to provide and receive information for the City Administrator, Deputy City Administrator, Assistant City Administrators, and the Mayor.
3. Reviews incoming mail and receives incoming phone calls for the City Administrator, Deputy City Administrator, and/or Assistant City Administrator.
4. Composes and types general correspondence.
5. Attends the meetings with Senior Administrative Staff and department directors.
6. Prepares and distributes correspondence and miscellaneous documents for Administration, Mayor and other divisions within the Mayor's office.
7. Establishes and/or maintains a comprehensive filing system, including correspondence, media communications and file indexes.
8. Maintains the calendar for the City Administrator, Deputy City Administrator, and/or Assistant City Administrator. Makes travel arrangements for conferences and seminars.
9. Edits correspondence/documents for errors in format, clarity, sense and/or completeness.
10. Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of computerized systems and programs.
- Knowledge of general office procedures, practices, and filing systems.
- Knowledge of basic mathematic operations and English grammar, spelling and syntax.
- Knowledge of governmental policies and regulations.
- Ability to operate standard office equipment such as Dictaphone, keyboard, copier, fax machine, etc.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain department records, prepare records and take minutes of meetings.
- Ability to interact effectively with elected officials, supervisors, co-workers and the general public.
- Ability to organize and set priorities for multiple tasks.
- Ability to exercise good judgment under minimal supervision.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment. Occasional need for light lifting. This position may require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**EXECUTIVE ASSISTANT TO CITY ADMINISTRATION**

**MINIMUM QUALIFICATIONS:** High school diploma or GED, supplemented with advanced secretarial coursework and minimum of six (6) years progressively responsible secretarial experience, or any equivalent combination of training and experience.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.