

# CITY OF BAINBRIDGE ISLAND

## Job Description



---

<b>Title:</b> Executive Assistant	<b>JD:</b> 025
<b>Department:</b> Executive	<b>Effective Date:</b> 7/2/01, revised 1/11/06, 1/11/11, 1/1/14
<b>Reports To:</b> City Manager	<b>FLSA Status:</b> Non-Exempt
<b>Supervises:</b> N/A	<b>Union Status:</b> Unrepresented

### **SUMMARY:**

The Executive Assistant functions as a confidential assistant to the City Manager. The employee in this position provides administrative support of a highly complex and responsible nature, including processing confidential and sensitive information, administering contracts and budgets, coordinating and preparing reports, providing office management services and performing other related tasks. Responsibilities vary depending on specific assignments and may include leadership responsibilities within inter-departmental working groups.

### **ESSENTIAL FUNCTIONS:**

Communicates extensively with various staff, department directors, elected officials, community organizations, City consultants, citizen volunteers and the general public; conveys written and verbal confidential communications between the City Manager and others.

Coordinates and performs general office administrative duties, such as composing correspondence, responding to citizen enquiries and handling scheduling for events, meetings and functions as needed; arranges meetings and schedules appointments for the City Manager; assists with special projects and attends meetings and continuing education workshops as needed.

Exercises independent judgment and employs considerable discretion in the preparation, protection and release of confidential information and in the interpretation and administration of policies and procedures; interacts extensively with other members of the Executive Department, Department Directors, City Councilmembers and other City staff to plan, coordinate, and implement activities and communications.

Provides budgetary oversight and contract management for Executive Department; processes invoices for payment and tracks required reporting to deadlines and budgets.

Performs duties of Secretary/Chief Examiner under the direction of the Civil Service Commission.

Researches, analyzes and prepares information on a variety of topics; provides information to the public and others as requested; responds to public records requests pursuant to the Revised Code of Washington and City procedures; serves as first point of contact for the Executive Department, handling phone calls or visitors as appropriate.

Manages records on behalf of the City Manager; routes documents to the vault to be archived as official city documents.

**OTHER DUTIES AND RESPONSIBILITIES:**

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Develops and evaluates recommendations for changes in policies, procedures and practices. Maintains sensitivity to political issues and/or community and City priorities.

Work typically includes varied duties requiring many different and unrelated processes and methods. Decisions involve the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

**PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:**

Any combination of experience and training that provides the desired skills, knowledge and abilities is qualifying. A bachelor's degree in business administration, public administration or closely related field, and five years of administrative support experience, including two years of executive support is preferred. Experience working in a public agency or local government environment is desired.

**Knowledge of:**

- City organization, operations, policies and procedures.
- Professional standards for business correspondence.
- Modern administrative/office management practices and procedures.
- Computer applications, automated systems and business processes.
- Principles of research and report preparation.
- State records retention requirements for local governments.
- Public Records Act compliance and disclosure.
- Correct English language usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**

- Effectively plan, coordinate, and complete office staff support functions on time and to maintain multi-task priorities during frequent interruption.
- Coordinate and complete specialized duties requiring understanding of Executive and City Council practices and procedures, in compliance with federal, State, City and other regulations.
- Establish and maintain effective leadership and working relationships with the City Manager, Deputy City Manager, City Council members, department heads, city employees and the general public.
- Coordinate and perform such leadership and supervisory duties as may be assigned.
- Problem solve public service matters that require clarifying caller requests, doing research and problem solving on behalf of the City Manager or other persons, responding to callers in writing or by phone, and maintaining response logs, records, and documentations.
- Maintain security and confidentiality of records and related documents.
- Support and model the identified vision, values and behaviors of the organization.

**LICENSING AND CERTIFICATION:**

- A valid Washington State Driver’s License is required.
- A Notary Public designation may be required.

**WORKING CONDITIONS:**

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other off-duty events may be required. Work is performed in an Executive, City Council or meeting room setting. Some assignments require sitting for extended periods of time, or travel to other locations. Repeated interruption of the work is typical. This position requires extensive telephone contacts, computer operations, reading and repetitive motion tasks. The employee in this position will be required to work in high-stress situations to meet deadlines while handling multiple priorities. The work area can be noisy and congested at time.

**PHYSICAL REQUIREMENTS:**

Continuous repetitive arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, and must have hand-eye coordination sufficient to operate computers, do keyboarding, and operate other office equipment. In addition, the employee in this position must have the ability to produce legible handwritten documents. The person may be required to lift up to 30 pounds, if necessary, and may be required to sit for prolonged periods of time.

*Equal Opportunity Employer - Americans with Disabilities Act*

*The City of Bainbridge Island is an Equal Opportunity Employer.  
Women and Minorities Are Encouraged to Apply.*

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.*