

Executive Assistant

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled administrative support work providing day-to-day operations in the office, providing support to the City Manager, Assistant City Manager, Human Resources Department and City Council, providing information and direction to citizens, and related work as apparent or assigned. Work is performed under the limited supervision of the City Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Acts as receptionist; greets visitors; answers telephone; provides information; obtains information from citizens; forwards calls to appropriate party; assists the public with the completion of standardized records or documents; directs visitors to appropriate party.

Schedules appointments and meetings.

Receives and processes incoming and outgoing mail; prepares daily mailings and correspondence.

Scans and digitizes various documents.

Creates social media posts for any necessary city announcements.

Attends Board meetings; takes notes, and prepares minutes for Council meetings and Economic Development Authority and attends a variety of meetings outside of normal work hours.

Prepares meeting notices; prepares and delivers Board packets; updates and files Board order books.

Publishes ads and notices; receives and responds to Freedom of Information Act requests.

Notarizes and records legal documents.

Prepares billing for City Council, City Manager and other departments as required; creates office invoices.

Purchases supplies and equipment for City Manager Office and Board of Supervisors; maintains printer contract.

Organizes, prepares for and records special meetings and events.

Makes meeting and travel arrangements for City Manager and City Council.

Conducts research for assigned projects; works on policies and procedures; performs special requests by City Administration.

Updates project lists for all departments; updates on-line calendar; maintains community board listings.

Knowledge, Skills and Abilities

Thorough knowledge of the organization and functions of the department and of general administrative policies and practices; thorough knowledge of standard office practices, procedures, equipment and office support techniques; thorough knowledge of business English, spelling and arithmetic; ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates, funding agencies, elected officials, news media, VACO/NACO and the general public.

Education and Experience

High school diploma and considerable experience in administrative support with excellent oral and written communication skills as well as office operations including contact with the public, or equivalent combination of education and experience.

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Physical Requirements

This work requires the regular exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of or ability to obtain certification as a Notary Public within six months of employment.
Valid driver's license in the Commonwealth of Virginia.