# ASHEVILLE, NORTH CAROLINA

**Classification Specification**

# Executive Assistant
# Job Code: 1035
# FLSA: Non-Exempt

## Purpose of Classification:

The purpose of this classification is to provide administrative support to the City Manager, Assistant City Manager, City Council, and City Manager's Office staff.

## Distinguishing Characteristics:

This is a single level classification.

## Essential Functions:

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

Provides executive/administrative support to City Manager, Assistant City Manager, City Council, and City Manager's Office staff: relieves executive staff of routine administrative tasks; screens calls, mail, and email messages and initiates appropriate action/response; composes, types, edits, or proofreads correspondence on behalf of executive staff; records and/or transcribes dictation; keeps executive staff informed of significant matters, messages, documentation, or other information; and maintains confidentiality of departmental documentation and issues.

Maintains calendar/schedule of activities: schedules and confirms appointments, meetings, interviews, conferences, training activities, or other activities; coordinates travel arrangements, accommodations, conference registrations, or other travel-related plans; updates calendar on a regular basis; and notifies parties involved of changes.

Provides administrative support and coordination for various meetings at the executive management level, which may include City Council meetings, committee meetings, and other meetings for appointed boards and commissions; prepares meeting agenda documents; coordinates meeting facilities, equipment, and refreshments; prepares and distributes agendas, meeting notices, meeting packets, and related documentation; records and/or transcribes meeting minutes; distributes meeting minutes; and maintains related records.

Performs routine accounting functions: reconciles procurement card transactions for assigned divisions; collects and verifies receipts; enters contracts and requisitions in financial software; processes invoices; and routes and closes contracts.

Performs related duties in support of department operations: serves as human resources liaison, including attending meetings, distributing information, and assisting with payroll as needed; answers phone calls; provides information and answers questions; gives tours; updates and maintains web pages for City Manager's Office, City Council, committees, boards, and commissions, etc.

Communicates with City executives and officials, supervisor, other City employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, timesheets, purchase orders, receipts, meeting agenda and minutes, budget reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

## Additional Functions:

Performs other related duties as required.

## Minimum Qualifications:

Associate degree in Administrative Services, Communications, or a related field required; supplemented by two years of experience in providing administrative support to department head or executive; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** None.

**Specific Knowledge, Skills, or Abilities**: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

## Performance Aptitudes:

**Data Utilization**: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction**: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA Compliance:

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*