

City of Oregon City

Position Description

Position: Executive Assistant to the City Manager	Confidential
Department/Site: Administration / City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 139

Summary

This position provides executive and confidential support to the City Manager. Performs a variety of administrative duties, some of which are of a confidential nature and/or require thorough knowledge of the organization's operations and procedures. Acts as liaison to elected officials, citizens and City personnel. This position requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities and the ability to conduct independent projects. Plans, manages, directs and administers the Risk Management, Loss Control and Safety programs and activities for the City including identifying, evaluating and preventing potential exposure to financial loss. Establishes policies and procedures and coordinates interdepartmental training and development, communication, services and activities for the City. Supervises administrative support staff in the Administration Department.

Distinguishing Career Features

The Executive Assistant to the City Manager is responsible for high level administrative and project management support of a confidential nature. Advancement to this position requires a demonstrated ability to perform tracking and record keeping for major projects, contract administration, and schedule and sequence the required reporting and other time sensitive activity.

Essential Duties and Responsibilities

- Composes, keys, edits and proofreads letters, reports, speeches, memos, minutes, agendas, research projects and other varied correspondence from rough draft, shorthand notes, verbal instructions or handwritten copy. Extensive computer operation using various software programs.
- Creates complex templates, presentation materials, slides, charts and graphics. Designs forms. Develops and maintains databases for tracking City/departmental/program information; creates and produces complex reports from databases as required and necessary.
- Frequently communicates with City residents, outside government entities, the general public, City Commission and other City departments (including the City Attorney's office). Communications may be complex and may involve confidential or sensitive information.
- Supervises administrative support staff. Works with employees to ensure office work flow is maintained and goals are met. Assigns work according to changes in workload and priorities. Prepares and presents employee performance reviews.
- Acts as the City's Risk Management Coordinator and liaison to Insurance Agent of Record, including: overseeing insurance claim processing for auto liability, property, litigation, workers' compensation and related claims. Manages, directs and resolves uninsured claims against the City. Prepares and manages the Agent of Record contract, prepares agendas and leads monthly Insurance Agent of Record and weekly Risk Management Team meetings. Develops Risk Management annual work plan, related trainings and facility inspections, as well as the annual insurance renewal process.

- Establish and maintain various claim record management systems and logs. Collect, compile, and review information from various sources on a variety of specialized topics related to risk management and claims management; participate in the preparation of reports that present data, identify alternatives, and make and justify recommendations. Communicate with the party submitting a claim; gather information including information for the insurance company. Serve as a contact and liaison for assigned functions and programs with other City staff, the general public, and outside agencies and organizations; establish relationships and communicate to all departments/divisions, consultants, and insurers claims loss reporting/processing protocol.
- Plans, manages, directs and administers the City's indemnification and insurance programs, including: evaluating, planning and managing insurance purchases. Identifies, researches and assesses self-insurance, avoidance and elimination strategies for cost effectiveness. Manages insurance and indemnification requirements for contracts citywide.
- Participates in the coordination and preparation of departmental budget. Assists in the forecast of department funds for equipment, materials and supplies. Monitors supply and equipment budget line items. Requests and maintains department supplies. Calls for equipment repair as necessary.
- Exercises independent judgment in relieving the City Manager of administrative details and performs a wide variety of administrative services; screens visitors and phone calls; routes calls or answers questions, responds to correspondence and handles general problems such as complaints or requests for information as appropriate; maintains appointment calendar, makes travel and meeting arrangements for City Manager; reviews or coordinates mail and documents for signature.
- Develops and maintains filing system for City Manager including confidential files; maintains records (including e-mail management), locates files, documents and other information as necessary; researches and provides information on subjects as required; refers requests for specific technical or specialized matters to the appropriate personnel. Acts as the department's records liaison responsible for the maintenance and disposition of all department records.
- Prioritizes, summarizes critical or urgent issues directed to the City; directs inquiries, from the public, employees, supervisors, and other agency staff, to appropriate individuals other than the manager. May prioritize, reallocate time and schedule for the City Manager.
- Reviews the effectiveness and efficiency of procedures and revises them as needed. Develops procedures, systems and forms necessary to complete work and ensure efficient flow of work, information, delivery of services within the agency and between agencies.
- Confers with management staff to assist in identifying financial, personnel and materials needs and problems; attends meetings at manager's direction representing the City; coordinates administrative or program-related projects with departments and with outside agencies.
- Handles special projects for manager involving risk management, research, analysis, coordination and/or synthesis of information.
- Develops agreements with other agencies for interagency cooperation and funding of joint projects; creates and coordinates request-for-proposal and bid selection processes. Prepares contracts (including copies of drawings and all other project materials) for needed professional services with consultants; sets up contract files, monitors contract activities and payments.
- Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

- Performs other related duties as assigned.

Qualifications

Knowledge and Skills

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

Considerable knowledge of office practices and procedures. Considerable knowledge of business English and composition, spelling and punctuation. Knowledge of municipal rules, regulations and procedures or ability to obtain such knowledge during training period. Risk identification, analyses and treatment and insurance principles, practices and terminology or ability to obtain such knowledge during training period. Principles and practices of loss reduction and loss control. Insurance principles, practices, and terminology. Project management techniques and principles.

Abilities

Ability to organize, file and maintain accurate records. Ability to perform paraprofessional, technical, and analytical work involving the use of independent judgment, professional versatility, and personal initiative. Ability to compose routine correspondence. Ability to take and transcribe minutes of meetings. Ability to work cooperatively with elected officials, and outside agencies; represent the City in a professional manner to clients and the general public; supervise and train assigned staff; and communicate effectively, both orally and in writing. Ability to analyze situations carefully and adopt effective courses of action; maintain confidential data and information for exempt staff. Ability to independently prepare correspondence, reports, presentations and memoranda; operate a variety of modern office equipment including related software. Ability to analyze, evaluate, and modify operating methods and procedures. Ability to supervise others. Ability to establish and maintain effective working relationships with other department staff, management, vendors, outside agencies, community groups and the general public. Ability to maintain confidentiality and communicating with tact and diplomacy.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Language Skills: Ability to read, analyze, and interpret common administrative, financial, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet browser software; Microsoft Office software and some knowledge of website editing.

Physical Abilities

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with

hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Education and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in public relations, public administration, business, risk management or a closely related field; requires the minimum of a College Diploma or a minimum of five years of experience as an Executive Assistant Any satisfactory equivalent combination of education and experience.

Licenses and Certificates

Requires a valid Class A driver's license.

Working Conditions

Work is performed primarily indoors in an office environment. The noise level in the work environment is usually low.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.