

City of Nome Job Description

Title: **Executive Assistant**
Department: **Administration**
Reports to: **City Manager**
Supervises: Aides, Admin Assistants
Range/Salary: **12**

Approved by: **Glenn Steckman**
Status: **Non-Exempt**
Original Date: 3/31/2017
Revised Date(s): **10/21/2021**

Summary:

Under the direction of the City Manager, this position provides administrative support services as directed and clerical support services as needed. Routinely deals with legal and personnel matters of a highly confidential nature. Employee is considered part of the City's management team. In that capacity, the Executive Assistant will provide a high level of responsible support to the Manager in the governance of the City.

Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Receive and screen visitors and telephone calls, provide information and handle issues that may require sensitivity and the use of sound independent judgment; route calls to appropriate officials or employees; maintain a directory of business contacts; respond to requests for information and complaints from officials, customers and the public; use tact and discretion in the amount and type of information given; make appointments; relay messages in a confidential manner.
- Establish and maintain highly effective working relationships with City department heads, elected and appointed officials, committee members, staff, the general public and others encountered in the course of work.
- Promptly and accurately conduct research, prepare reports, compose correspondence; maintain a comprehensive focus on various projects and phases of development; cultivate public and business relationships and communications; elicit project support through public awareness and public process participation.
- At the direction of the City Manager, serve as liaison between the City Manager and City departments; forward communications, receive responses, provide assistance to department heads in areas of problem solving. Administer and oversee contracts and leases administered by the City Manager's office. Assist, and may represent, the Manager in negotiation of contracts. Proofread and check typed and other materials for accuracy, completeness and compliance with City standards, policies and procedures; ensure materials, reports and documents for signature are accurate and complete.
- Maintain City Manager's office files.
- At the direction of the City Manager, prepare requests for proposals, bid packets and purchase items; attend bid and proposal openings.
- At the direction of the City Manager, plan, organize and execute employee and City-wide special events and meetings; as appropriate, interview, obtain quotes from and select event vendors; may secure event locations and arrange set-up and clean-up. Design and coordinate production of City Manager flyers, invitations and forms.

- Arrange and confirm meetings and appointment schedules for the City Manager; maintains day book and calendar for the City Manager. Represent the City Manager to assigned groups and organizations on an as needed basis. At the direction of and in the absence of the City Manager, may manage the administrative duties of the City Manager.
- Read handwritten and computer generated drafts from the City Manager and promptly and accurately type transcriptions of memoranda, reports and letters; compose drafts of letters and memoranda at the request of the City Manager, address the intent of the written communications as directed; process and distribute the incoming mail and paperwork from the City Manager's office.
- Make travel arrangement and reservations for the City Manager, visiting dignitaries and officials. Order and maintain supplies for the City's Administration Department.
- Perform other related duties as assigned

Supervisory Responsibilities

May occasionally direct helpers, assistants, seasonal employees, interns or temporary employees.

Skills, Abilities, Qualification Requirements:

Advanced knowledge of the subject matter. Complete comprehension of the subject area to solve common and unusual problems, able to advise on technical matters, and serve as a resource on the subject for others.

- Aptitude for public safety with a high degree of public contact.
- Knowledge of State law and local ordinances.
- Ability to execute direction provided by superiors in both routine and stressful situations.
- Ability to analyze a situation accurately and adopt an effective course of action.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritize multiple tasks and to plan and organize personal work to effectively perform.
- Ability to remain stable, calm and make effective decisions under conditions of stress.
- Ability to establish and maintain positive working relationships with law enforcement personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Ability to operate computer programs; accurately enter data; and complete work using various software programs.
- Ability to perform the physical demands of the position.

Education and/or Experience and/or Certifications/Licenses and/or Background

- Associate's degree with study in business, public administration or a related field is desired;
- High School Diploma, GED, or equivalent;
- Four (4) years office experience with MS Word; proficient computer keyboard skills; organizational skills and clerical proficiency; ability to utilize multi-station telephone system;
- Excellent command of the English language, grammar, composition and punctuation. In addition, a high level of community interest, understanding of marketing and development processes, and familiarity with municipal government is desired.
- Accurate keyboarding skills to 40wpm required.
- Must pass criminal and background checks.

Physical Demands:

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.

Work Environment:

This position has a moderate to high level of contact with the public. Work is performed in a busy setting with frequent interruptions. This position is full time with a standard work schedule.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

APPROVALS			
Employee		Date	
Department Head		Date	