



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

EXECUTIVE ASSISTANT

(Administration Department/City Manager's Office)

SALARY: \$5,259 - \$6,392 per month

FINAL FILING DATE: Monday, December 12, 2016 at 5:00 p.m.

DEFINITION: The Executive Assistant provides a variety of highly responsible, confidential, and complex administrative support duties on behalf of the City Manager, Assistant City Manager, City Council, and Administration Department. This position exercises independent responsibility in determining the matters to be brought to the attention of the City Manager; supports human resources functions; requires a thorough knowledge of department operations; serves as the secretary to the City Council; and provides high level assistance to the public. The Executive Assistant is a highly visible and prominent position that requires excellent written, oral communication and customer service skills. The incumbent must be able to balance multiple demands, prioritize the needs of the City Manager's Office, and maintain confidences.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the City Manager, Assistant City Manager, or the City Manager's designee. The Executive Assistant also assists and works in conjunction with the Economic Development Manager, Assistant to the City Manager, and Management Analyst on various administrative functions.

EXAMPLES OF DUTIES:

1. Schedule appointments, maintain calendar of meetings, and coordinate travel arrangements for the City Manager, Assistant City Manager, and City Council Members.
2. Conduct initial interviews with persons wishing to see the City Manager; screen calls and visitors; receive and review correspondence, mail, and email received by the City Manager's Office; respond to sensitive requests for information and resolve citizen concerns and complaints; coordinate and/or assist in the tracking of inquiries and requests made to the City Manager's Office, especially resident and business requests.
3. Manage highly confidential information and records regarding personnel, controversial legal matters, and administrative operations.
4. Assist and coordinate human resources functions including the employee recruitment process, new hire/exit processing, performance evaluations, salary adjustments, and employee health and deferred compensation benefits.
5. Assist with special events involving the City Manager's Office and City Council.
6. Gather information and independently compose a variety of routine correspondence on a wide range of issues; research and compile data for special projects and various reports and assignments as required.
7. Prepare, proofread, and assemble letters, memoranda, reports, newsletters, manuals, surveys, agreements, lists, marketing materials, social media posts, and other communication correspondence on behalf of the Administration Department; review documents for completeness, accuracy, and formatting.
8. Develop procedures and forms and ensure efficient office operations; recommend procedural changes affecting support activities; interpret City policies, rules, and regulations in response to inquiries and complaints; respond to or refer inquiries as appropriate.
9. Relay information and directives to the management staff as directed by the City Manager and/or Assistant City Manager; act as liaison between the City Manager, staff and outside agencies.
10. Order and maintain office supplies including business cards and supplies for administrative office staff and City Council members; process invoices; oversee petty cash, time off requests, and the bi-weekly timecard approval process.
11. Performs other duties as assigned.

DESIRABLE KNOWLEDGE: General operating practices of an executive office; spelling, grammar and punctuation; modern office procedures and practices; principles, procedures and computer software used in record keeping, records management, and to track inquiries and requests; principles of public relations and human resources; desktop computer and office software; principles and methods of business correspondence and administrative report preparation.

DESIRABLE SKILLS AND ABILITIES: Effectively manage the operations and work flow of an executive office; oversee and coordinate the work of others; independently perform responsible and complex administrative and human resources support duties; proofread, edit, initiate, and compose letters, agreements, memoranda, reports,

marketing materials, social media posts, and other correspondences accurately; interface with public officials, staff, and the public with courtesy, diplomacy, and tact under difficult circumstances; adhere to multiple deadlines and handle multiple projects to completion; learn, interpret and apply administrative, personnel and departmental policies, laws and regulations; establish and maintain cooperative working relationships with a wide variety of individuals including elected officials, members of the business community, the general public, and City staff; understand the organization and operation of the City to assume assigned responsibilities; maintain confidential and sensitive information; work independently in the absence of supervision; use desktop computer office software, such as Word, Excel, Outlook, and Power Point proficiently; communicate clearly and concisely, both orally and in writing; appear for work on time; follow directions from a supervisor; and understand and follow posted work rules and procedures.

PHYSICAL REQUIREMENTS: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position has exposure to vibrations from a computer and other office equipment; computer glare.

MINIMUM QUALIFICATIONS: Four years of increasingly responsible executive-level secretarial and administrative work, including working closely with executive management, boards, and/or commissions/city councils. Previous governmental and human resources experience, and an associate's degree are desirable. Graduation from high school, supplemented by college level commercial and business courses, or any equivalent combination of experience and training that would provide the required knowledge and abilities. Certificates in Word, Excel, and Outlook are desirable. Possession of an appropriate, valid California driver's license is required.

BACKGROUND CHECK/PHYSICAL EXAM: Individuals selected for employment will be required to take and pass a background check (fingerprinting) and medical exam. The background check and medical examination are at City expense; and conducted by a law enforcement agency and physician designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check, physical examination and received a final offer letter.

EXEMPT/NON-EXEMPT: This is an exempt position. No overtime is paid for hours worked in excess of 40 hours per week. The Executive Assistant selected to work in the City's Administration Department is considered a confidential employee due to the duties and responsibilities assigned to it including specialized knowledge and access to confidential management information directly relating to the City's decision-making process and the City's employees.

APPLICATION PROCEDURE:

To obtain an employment application form you may:

- Download from the City website – <http://www.ci.yorba-linda.ca.us/index.php/employment>
- Visit City Hall at 4845 Casa Loma Avenue, Yorba Linda, California 92886.

Applications emailed or faxed will **not** be accepted. Mail or drop off the application and attachments at the:

City of Yorba Linda
ATTN: Administration Department
PO Box 87014
4845 Casa Loma Avenue
Yorba Linda, CA 92886

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Administration Department prior to the final date of an examination. In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

EMPLOYEE BENEFITS:

- Prior Public Service "Classic employees" - CalPERS Formula 2%@55 (Employee contributes 7% (employee cost) of annual salary); plus Employer Paid Member Contribution (EPMC) - City pays and reports additional 7% to CalPERS
- PEPR (hired on or after January 1, 2013) CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.75% (normal cost) of annual salary)
- Health Benefits – employee receives \$1,165 per month toward a CalPERS cafeteria plan premium (or) received as cash
- Dental and vision insurance premiums are paid by the City with up to \$2,500 per year in benefits
- Retiree health and vision/dental benefits
- Optional IRS 125 Plan Flexible Spending Accounts for health and dependent care
- City paid Life Insurance [One (1) times annual salary] and Long Term Disability insurance
- Vacation (80 hours accrued during first year)/12 holidays/Sick leave (96 hours per year)
- 80 hours of Administrative leave is included for this mid-management position
- Employee Assistance Program available
- 457(b) Deferred Compensation Programs available
- 9/80 Work Schedule/Adjusted Workweek Schedule participation may be required.
- City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution

AN EQUAL OPPORTUNITY EMPLOYER