



**CITY OF**  
**WOODLAND**  
**CALIFORNIA**

**EXECUTIVE ASSISTANT TO THE CITY MANAGER**

**DEFINITION**

To perform a variety of highly responsible, confidential and complex secretarial, clerical, organizational, and administrative duties for the City Manager's Office.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the City Manager. Technical or functional supervision may be received from the Administrative Services Director and Communications and Strategic Policies Manager.

**EXAMPLES OF DUTIES:**

The following are typical duties performed by the position, not an all-inclusive or limiting list:

**ESSENTIAL JOB FUNCTIONS:**

- Perform a wide variety of complex, responsible, and confidential duties in the City Manager's Office, including: fielding and directing inquiries, visitors, and mail; compose a variety of materials, reports, correspondence and resolutions; arrange meetings, conferences travel; and maintain appointment schedules and calendars.
- Prepare and distribute the City Council agenda for meetings and public hearings.
- Act as an information source to the public concerning City Manager/City Council goals, actions, policies, procedures, elections, etc.
- Arrange for and/or personally handle the receipt and transmittal of verbal and written communications for members of the City Council; bring routine business, complaints and administrative details to the attention of the proper city official; independently respond to letters and general correspondence of a routine nature.
- Certify and notarize various City documents.
- Work cooperatively with others.
- Perform related duties as assigned.
- Regular, predictable, consistent and timely attendance at City Hall is an essential function of the position, in that the employee must be present at work to complete assigned tasks.

**OTHER JOB FUNCTIONS**

Research, gather data, summarize findings, format, produce and distribute finished reports on subjects of concern to the City Manager's Office.

Serve as Deputy City Clerk as assigned; provide administrative support to the City Clerk Office as needed.

Coordinate the recruitment and selection for board, commission and committee applicants.

Develop and maintain a working familiarity with City business and priorities, current and ongoing City departmental and legislative issues, and community stakeholders.

Participate and assist in the implementation, administration and monitoring of the City's Equity Action Plan by serving as the point of contact for coordination among internal departments or committees.

Responsible for recording and maintaining City contracts from the City Manager's Office of Equity, Environment, Economy, and Engagement within the financial software and document management systems.

Assist in the preparation and monitoring of the City Manager's Office operating budget.

Participate in the implementation of and provide ongoing administrative support for new and revised programs, systems, procedures and methods of operation.

Lead and/or assist in the coordinating of City-wide and/or departmental activities with other City departments and outside agencies.

Manage a centralized City-wide policy and procedure process.

Prepare minutes of various committee meetings.

Assist in preparing staff reports and PowerPoint presentations for City Manager and City Council.

Assist with monitoring and updating the City's retention schedule.

Manage a City-wide filing system.

## **QUALIFICATIONS**

### Knowledge of:

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment; statistical and recordkeeping principles and procedures.

Organization, procedures, and operating details of a municipal government; familiarity with pertinent local, state and federal laws, ordinances and rules including ordinances and codes related to City Council functions.

Operation and programs of a personal computer.

Skill to:

Deal effectively with a wide variety of personalities and situations requiring tact, judgment and poise.

Comprehend, coordinate and transmit information

Efficiently operate a personal computer, including various software applications such as Microsoft Word, Microsoft Excel, PowerPoint, various social media tools, and website editing programs.

Understand and carry out oral and written directions; analyze situations carefully and adopt effective courses of action independently.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Perform difficult and responsible administrative work with speed and accuracy, including the concise and complete composition of correspondence and reports; maintain confidential data and information.

Exercise tact and mature judgment in dealing with matters of a controversial or confidential nature in a variety of situations.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and explain City and department policies, rules, regulations in response to inquiries.

Work independently in carrying out position responsibilities.

Maintain a high level of confidentiality and professionalism at all times.

Demonstrate a desire and ability to identify and serve customers (internal and external).

Demonstrate a concern for surpassing standards of excellence, reaching challenging goals, and continuously improving work.

Work cooperatively within diverse groups and across the organization to achieve group and organizational goals.

Demonstrate critical judgment in sensitive and emergency situations.

Handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.

Maintain consistent and punctual attendance.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Bilingual: Knowledge of a second language is beneficial.

**Minimum Education and Experience:**

**Education:**

High School diploma supplemented by college level coursework or specialized training. Prefer bachelor's degree from an accredited college or university with major course work in Business Administration, Management or a closely related field.

**Experience:**

Four years of increasingly responsible administrative and customer service work experience of providing information and managing complaints. Prefer experience with substantial public interaction.

**License:**

Required upon hire, possession of a valid California driver's license.

Possess, or ability to obtain within twelve months of employment, and maintain throughout employment, a Notary Public Commission.

**ADA Compliance:**

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 25 pounds of force occasionally

**Other Requirements:**

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: March 7, 2023