

**EXECUTIVE ASSISTANT TO THE DIRECTOR OF ADMINISTRATION**

**Duties and Responsibilities**

Under direction, performs highly confidential and exceptionally difficult and responsible work directly for the Director of Administration whose functions include but are not limited to: preparation and monitoring of expense budget; processing of lump sum payments for managerial employees; preparation and verification of purchase requisitions and orders; preparation of contracts and registration with the comptroller's office; preparation of cost analysis of all agency functions; conducts fiscal year-end inventory and prepares accountability reports; supervises payroll and personnel; and serves at the pleasure of the City Clerk.

**Examples of Typical Tasks**

Participates in, and relieves the Director of Administration of administrative details, and discharges the usual duties of an assistant acting in a most exceptional, confidential and responsible capacity.

Takes notes and makes transcriptions of extremely important, complex and confidential material. Records the proceedings and statements at meetings and conferences, and prepares the agenda and makes all necessary arrangements for the same. Prepares and edits correspondence and reports.

Engages in research activities to compile and arrange data for the expeditious consideration and determination of policy questions. Answers telephone calls, takes phone messages and reviews incoming written materials for the Director of Administration; maintains the Director of Administration's private files; keeps the Director of Administration informed of pending matters and appointments.

Plans, assigns and reviews the work of subordinates, and is responsible to the Director of Administration and the City Clerk for the satisfactory completion of the work assigned.

**EXECUTIVE ASSISTANT TO THE DIRECTOR OF ADMINISTRATION** (continued)

**Qualification Requirements**

1. High School graduation or equivalent and three years of stenographic experience including one year as a secretary; or
2. Graduation from an accredited community college with an associate degree with a major in executive secretarial work and one year of experience as a secretary; or
3. Graduation from an accredited college with a baccalaureate degree and one year of experience in related work as described in "1" above; or
4. Education and or experience equivalent to "1", "2", or "3" above.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.