

**CITY OF SALEM
EXECUTIVE ASSISTANT**

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NATURE OF WORK

This is advanced professional administrative work of a highly responsible nature.

Work involves responsibility for performing a wide variety of administrative and analytical tasks designed to relieve the City Manager and Assistant City Managers of administrative detail through the performance of special studies, research projects, and investigations. Responsibilities also include the preparation and presentation of data and recommendations for use in the formulation of broad-scale policy and management decisions. Work requires the exercise of considerable independent judgment and initiative. Assignments are received in the form of general outlines of desired results. Supervision of staff is not a normal requirement of incumbents of this classification.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Conducts studies and evaluations of total program areas or major divisions within the City; makes recommendations of action with inter-program or inter-divisional consequences.

Assists in the formulation, determination, and implementation of management policies.

Attends and participates in staff meetings; represents the City Manager and Assistant City Managers in specific matters before other City staff, public agencies, committees, or the public.

Interprets City policy to operating departments or to the general public as required.

Prepares special reports, presentations, or informational material as assigned.

Responds to inquiries and complaints, including investigating, determining and recommending appropriate solutions or course of actions.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience of a progressively responsible nature involving organizational management and operations; graduation from a four-year college or university with major course work in public administration or closely related field; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of the principles, practices, and techniques of public administration.

Thorough knowledge of the operations, functions, policies, and procedures of the City organization as a whole or ability to acquire such knowledge.

Considerable knowledge of the principles, practices, and equipment of modern office management.

Skill in the organization, preparation, presentation of data for management information.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with employees, officials, and the public.

Ability to direct and participate in research, procedural, and administrative studies.

Ability to identify administrative problems and to develop feasible solutions.

Ability to operate a personal computer is desirable.

Ability to carry out assignments without detailed instructions.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet the City's driving standards.

Personnel Director
