



# City of Tempe

## EXECUTIVE ASSISTANT

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	182	<i>Department:</i>	Citywide
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Executive Assistant to the City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
<p>The Executive Assistant classification provides complex administrative assistance to a Department Manager and works with confidential information of a department-wide and/or city-wide impact. The Executive Assistant classification is distinguished from the Administrative Assistant II+ classification by the higher level and complexity of many assignments, and by the reporting relationship to a Department Manager.</p> <p>When assigned to the City Attorney’s Office, the Executive Assistant classification provides complex administrative assistance to the City Attorney and Deputy City Attorney and routinely works with confidential information of a department-wide and/or city-wide impact. The Executive Assistant assigned to the City Attorney’s Office is distinguished from the Administrative Assistant II+ and Executive Assistant classification by the higher level and complexity of many assignments, and by the reporting relationship to the City Attorney.</p>

REPORTING RELATIONSHIPS
Receives general supervision from management staff.
May exercise direct or functional supervision over assigned administrative assistant staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Three (3) years of administrative experience, preferably in a public agency.</p> <p><b><u>When assigned to the City Attorney’s Office:</u></b></p> <p>Three (3) years of administrative or legal support experience, including some supervisory or lead experience.</p>
<i>Education:</i>	Equivalent to an associate degree from an accredited college or university with major course work in public administration, business administration, or

	<p>a degree related to the core functions of this position. A bachelor's degree is preferred.</p> <p><b><u>When assigned to the City Attorney's Office:</u></b></p> <p>Equivalent to an associate degree from an accredited college or university with major course work in business or public administration, law, judicial studies or related to the core functions of this position.</p>
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**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of highly responsible, confidential, and complex administrative duties in providing staff assistance to department management.

**OTHER DUTIES AS ASSIGNED**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist in the preparation of comprehensive and timely budget documents; monitor budget expenditures and assist in the budget control; maintain petty cash fund and prepare monthly vouchers.
- Assist in writing a wide variety of correspondence and documents for internal and external use.
- Serve as administrative support for various Boards and Commissions; prepare the agendas and assemble background materials; transcribe minutes of meetings.
- Respond to and resolve a variety of requests or complaints from City employees or the general public requiring interpretation of policies and procedures; answer calls and assist customers.
- Participate in office administration work; maintain calendars of office activities, meetings and various events; plan, schedule and coordinate special events among several City departments or external organizations; set meetings for supervisor; prepare minutes of meetings and transcribe as necessary; make travel arrangements.
- Maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations; coordinate recruitment process with human resources; monitor performance evaluation dates and provide appropriate forms to staff.
- May participate in the selection of staff; may provide or coordinate staff training; may work with employees to correct deficiencies; may implement discipline procedures.
- Prepare graphic presentations as required; may edit, format, design and maintain Web Pages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Coordinate the ordering and storage of appropriate supplies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

**When assigned to the City Attorney's Office, duties may include, but are not limited to, the following:**

- Perform a wide variety of complex, responsible, and confidential administrative duties for the City Attorney and Deputy City Attorney with minimum supervision. Handle high-level confidential matters that have a city-wide impact. Prepare information for City Attorney to be used at various public and executive meetings. Coordinate and maintain calendars, appointments, and meetings. Coordinate emergency preparedness structure and train city attorney staff in business continuity operations.
- May supervise administrative support staff in the City Attorney's and Prosecutor's office; evaluate employee performance. May assist in investigating, making recommendations, and providing assistance related to personnel issues in the department or division including evaluations, promotions, hiring, disciplinary actions, terminations, position classifications and job descriptions, as needed.
- Assist in drafting, proofreading and preparing legal documents, including resolutions, ordinances, legal opinions, contracts, briefs, leases, pleadings, agreements, Executive Session items and Staff Summary Reports.
- Prepare, revise, and administer annual budget; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies and procedures; maintain accounts payable; monitor and handle outside legal services and back up the review and tracking of Risk Management related expenses.
- Oversee subscriptions; manage library purchases and updates.
- Prepare property destruction petitions and orders; maintain record retention information and track record destruction to turn into Clerk's Office; compile records and assist in responding to public records requests.
- Implement and maintain complex electronic and hard filing systems in order to provide efficient access to records, with limited direction or supervision.
- Serve as Webster for maintaining and updating office's internal and external websites; administer ListServ for City Attorneys; act as administrator for Westlaw.
- Provide back-up support to the litigation team and paralegal by drafting, formatting and filing pleadings, correspondence, and other documents; organize and maintain litigation files (hard copies and electronic versions); prepare and assist in presentation of litigation documents, databases, and demonstrative exhibits; assist with discovery including scheduling depositions, retaining experts, requesting and organizing records and responding to discovery requests; utilize computer software such as PowerPoint and other software to organize and present material associated with lawsuits; provide support for in-court assistance to lawyers during trial or oral argument; maintain litigation calendars; record follow-up trial dates, action dates and disposition of cases; keep docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings; pull and track minute entry orders from Appellate, Federal and Superior Courts.
- Provide transactional support to the lawyers including drafting and formatting memoranda, ordinances, letters, reports, and other documents; assist in reviewing and formatting agreements.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions.

- Coordinate the externship/internship/volunteer program with Arizona State University, and University of Arizona; draft letters in response to inquiries for employment/internship/externships.
- Coordinate and maintain litigation software; case management systems; emergency programs; calendars; Council agenda documents and records for the Office.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ: Competencies](#)

### JOB DESCRIPTION HISTORY

*Revised September 2011 (added functions for when assigned to the City Attorney's Office)*

*Revised August 2018 (updated when assigned to City Attorney's office: min quals, job duties)*