



# City of Tempe

## EXECUTIVE ASSISTANT TO THE CITY MANAGER'S OFFICE

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	564	<i>Department / Office:</i>	City Manager
<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 [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS
The Executive Assistant to the City Manager's Office is distinguished from the Executive Assistant classification by the reporting relationship to the Senior Management Assistant in the City Manager's Office and the more complex, varied and confidential work assignments required within the City Manager's Office.

REPORTING RELATIONSHIPS
Directly supervised by the Senior Management Assistant to the City Manager's Office.
May be assigned to perform work for the City Manager's Office, Budget Office, Economic Development Office, Strategic Management and Diversity Office, Sustainability and Resilience Office, and the Internal Audit Office. May exercise direct supervision and/or provide functional and technical direction over assigned administrative staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of administrative or program-support experience, preferably in a public agency and/or supporting executive level staff.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, political science or other degree directly related to the duties of this classification.

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 a Deputy City Manager and the City Manager's Office.

## DUTIES AND RESPONSIBILITIES

Job descriptions are not designed to include a comprehensive and specific listing of all duties or responsibilities required. The bullet points below provide a general summary of the types of duties and the level of responsibility required by this classification.

- Perform a variety of complex, responsible, and confidential administrative duties for the City Manager's Office and may provide additional administrative support for other City offices.
- Investigates and responds to citizen and/or employee inquiries and complaints; provides information, resolves problems, or makes referrals to appropriate person for action, and follows through to ensure resolution.
- Plan, schedule and coordinate special events, meetings and public appearances as assigned; may maintain calendars, schedule meetings.
- Assist with surveys, collect information on operational and administrative problems, prepare comprehensive reports or manuals and compile or assist in the preparation of quarterly and annual reports. Write and prepare a variety of other correspondence and documents.
- Serve as administrative support for various City Boards and Commissions, Committees, and/or working groups; may transcribe minutes of meetings, compile and prepare meeting agendas, assemble provided background materials, send invites, and assist in posting materials for open meeting law as necessary.
- Prepare graphic presentations as required; may edit, format, design and maintain Web Pages, newsletters, bulletins, fliers, forms, certificates or other documents.
- Performs research on assigned problems or issues, analyzes findings and develops reports and/or recommendations, assists with planning, coordinating and monitoring special programs or projects as assigned. May serve as a liaison or representative on projects and/or programs.
- Assist in the preparation of office and City budget documents; monitor office budget expenditures and complete required financial transaction documentation; may maintain petty cash fund; maintain personnel and payroll records; process payroll and paperwork for personnel actions including new hires, promotions and terminations.
- May coordinate recruitment processes with Human Resources and participate in the selection of staff; provide functional and/or technical direction or may directly supervise assigned staff, work with employees to correct deficiencies and implement discipline if required.
- Coordinate the ordering and storage of supplies; maintain office equipment and service contracts.
- Perform related duties as assigned.

## 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
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective December 2017</i></p> <p><i>Revised September 2018 (Update distinguishing characteristics, reporting relationships, min quals, and job duties)</i></p> <p><i>Revised January 2022 (Update reporting relationships and job duties)</i></p>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Executive Assistant to the City Manager's Office**

**Job Code: 564**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?		X
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**		X		
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand				X
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)		X
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours, nights and weekends.
- May work alone for extended periods of time.
- Work in a busy, demanding and politically sensitive environment;
- Operate a variety of standard office equipment including computer, telephone, calculator, and copy machine.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

\*\* Hearing test is required