

**CITY OF WINTER GARDEN
Classification Description**

**Level: 119
Job Code: 104**

**CLASSIFICATION TITLE: Executive Assistant
DEPARTMENT: Executive**

**FLSA Status: Exempt
Union Status: N/A**

WORK OBJECTIVE

Under general supervision of the City Manager, performs, coordinates and oversee technical and office administrative duties in support of the City Manager, the City Commission and City Manager's staff.

ESSENTIAL FUNCTIONS

- Read, analyze and prioritize incoming correspondence and reports in order to distribute.
- File and retrieve documents, records, and reports.
- Greet visitors and determine if they should be given access to meet with specific individuals.
- Prepare responses to correspondence.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements to committee, board, and other meetings.
- Supervise and train other clerical staff.
- Make travel arrangements.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Attend meetings in order to record meetings.
- Compile, transcribe, and distribute minutes of meetings.
- Coordinate and direct office services, such as budget preparation in order to aid executives.
- Meet with individuals, special interest groups and others on behalf of executives, committees, and boards of directors.
- Manage and maintain schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database and/or presentation software.
- Set up and oversee administrative policies and procedures for offices and/or organizations.
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Interpret administrative and operating policies and procedures for employees.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Requires an Associate's Degree in a related field; Bachelor's Degree preferred. (business or secretarial concentration preferred)
- Five years progressively executive assistant level experience, including office management requiring independence of action and problem-solving skills.
- Proficiency in Microsoft Outlook, Word, Excel, Power Point and Vista operating system.
- Type a minimum of 70 words per minute.
- Ability to take oral dictation using any speedwriting method, at the rate of 80 words per minute and transcribe at the rate of 25 words per minute.

KNOWLEDGE, SKILLS & ABILITIES

- Basic supervisory principles and practices.
- Exemplary customer satisfaction skills, including dealing effectively with the public, elected officials and City Staff, both in person and over the telephone.
- Teamwork and developing consensus.
- Creative and innovative techniques for performing assignments.
- Proper English usage, spelling, grammar, and punctuation.
- Business correspondence formatting.
- Basic mathematical computations, accounting and record keeping.
- Basic budgeting theories and principles.
- Demonstrate time management skills.
- Standard office administrative practices and procedures,

PHYSICAL REQUIREMENTS

- Work is sedentary in nature, but may include lifting or moving light items associated with clerical office operations.

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

H.R. Representative (Print)

Employee Signature

H.R. Representative Signature

Date

Date