



Town of Oro Valley Classification Description

Title: **EXECUTIVE ASSISTANT TO
MANAGER AND COUNCIL**

Department: Town Manager

Salary Grade: 112

Job Code: 1815

FLSA Status: Exempt

POSITION SUMMARY:

Under administrative direction from the Town Manager, performs highly responsible, complex, and often confidential administrative duties for the Town Manager, Assistant Town Manager, Mayor and Town Council. Works collaboratively with Town staff, business and civic leaders, other government agencies and the general public to assist the Town in achieving its goals. This position requires considerable initiative, independent judgment and analytical skill to assess and solve problems.

ESSENTIAL JOB FUNCTIONS:

- Performs administrative duties, operational and often confidential support to the Town Manager, Assistant Town Manager and Town Manager's office.
- Provides and acts as an information source regarding Town policies, procedures, programs and objectives for Mayor and Town Council, and Town Manager's office.
- Prepares, drafts, coordinates and distributes correspondence, reports and documents.
- Routinely communicates with staff, management, elected officials and the public.
- Manages complex appointment calendars; exercises discretion in committing the Town Manager's time, ensures thorough detail and documentation is prepared and provided.
- Coordinates group and individual meetings, to include in person and virtual, reserves and prepares conference rooms, and organizes/arranges travel plans.
- Completes special and ongoing projects and tasks as assigned by the Town Manager or Assistant Town Manager to include research and data input.
- Organizes events such as Council retreats, conferences, and holiday parties.
- May attend and transcribe minutes for meetings as required, including meetings of the Executive Leadership Team.
- Assists in the development, administration, maintenance and tracking of the Town Council and Town Manager's Office budget and records.
- Generates and/or oversees Town Manager purchase requisitions for contracts and supplies. Orders supplies, furniture and clothing items and approves expenses to authorized levels. Develops and oversees maintenance of department records to monitor and track contracts, invoices and purchase orders as needed.
- Develops and maintains files and records for Town Manager, Mayor and Council, and provides copies of files as requested.

- Answers, screens and directs telephone calls, including from public; and receives and routes mail for the Town Manager, Mayor and Council.
- Completes other assignments within the scope of administrative assistance, as required.
- Regular and reliable attendance; may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations.
- Knowledge of Town and office policies and procedures.
- Knowledge of executive office management and modern procedures and best practices, including organizational techniques and record keeping.
- Skill at a highly proficient level of computer software applications, including Microsoft Office.
- Skill at a proficient level in operating a full range of office equipment in a professional, high-volume office setting.
- Skill in assessing, analyzing, identifying and implementing solutions to complex office management problems including prioritizing multiple tasks, projects and demands and performing multiple assignments with regular interruptions.
- Skill at an excellent level for both verbal and written communication, including listening and communicating effectively with diverse groups or individuals at all levels both internal and external to the organization.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business or Public Administration, Office Management or related field, Bachelor's Degree preferred.
- At least five (5) years' experience in progressively responsible administrative support positions, including at least three (3) years supporting an executive level office; **OR** an equivalent combination of education and experience.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.