



CITY OF ALACHUA

JOB DESCRIPTION

EXECUTIVE ASSISTANT

DEPARTMENT: Executive

REPORTS TO: City Manager or Assistant City Manager

SUPERVISES: None

FLSA: Nonexempt

GENERAL DESCRIPTION:

Highly, responsible administrative support, position. Work is performed under the direct supervision of the City Manager/ Assistant City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Assists City Manager/Assistant City Manager with certain assigned duties. Communicates effectively with public, City Commission, Department Directors, employee population officials and visitors.
2. Prepares correspondence, memoranda and reports.
3. Keeps appointment calendars and schedules appointments.
4. Receives and screens calls and refers callers to appropriate personnel.
5. Takes notes and minutes of conferences, meetings and functions, as required.
6. Enters data into computer and retrieves data for reports.
7. Assists in the preparation and maintenance of department records.
8. Maintains office supplies.
9. Performs office management functions and coordination; maintains records and files.
10. Coordinates various meeting schedules.
11. Assists in administrative duties for other departments/divisions, as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office management practices. Knowledge of office filing systems. Knowledge of municipal government organization and services provided. Ability to organize, file and retrieve volumes of written materials. Ability to operate various office equipment. Ability to work under pressure with short deadlines. Ability to interact with a diverse group of people. . Knowledgeable of Microsoft Office suite.

EDUCATION AND EXPERIENCE

Associates Degree preferred
Five (5) years progressive administrative support experience

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to enter data at a prescribed rate of speed.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature