

City of Fulshear
JOB DESCRIPTION

Position Title:

Executive Administrative Assistant

Position Status:

Non-Exempt

General Description:

This position is responsible for providing executive administrative support to the City Administrator (C.A.) and Assistant City Administrator's (A.C.A) offices.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work more than 40 hours a week. As a City employee you are required to provide services or perform duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, you may be required to remain and perform needed services.

Organizational Relationships:

Reports to: Mayor, City Administrator, & Assistant City Administrator

Supervises: None.

Qualifications:

A High School Diploma or GED equivalent required. College degree or certified instruction in Public or Business Administration preferred. Training in advanced clerical and secretarial subjects with a minimum of 3-5 years of progressive secretarial experience at an executive professional level. The person in this position must be able to pass background check. Some travel required.

Additional Required Knowledge, Skills and Abilities:

The ability to employ sound administrative and customer service skills in a team environment. The ability to organize files and documents; the ability to serve in the capacity of a Notary Public; the ability to utilize computer software including Microsoft Office, InCode, E-Force and other specialty software packages related to City and administration; the ability to communicate clearly both verbally and in writing and the ability to maintain confidentiality.

Essential Duties:

- Provide administrative services to the Mayor, C.A. and A.C.A.
- Prepare, document and maintain files for the C.A. and A.C.A.
- Serve as a liaison for the C.A. and A.C.A. at certain functions.
- Prepares, manages and adjusts daily appointment schedule for C.A. and A.C.A.
- Assist in the preparation and delivery of City correspondence with customers.
- Assist with the reception and serve as an initial point of contact for customers.
- Prepares and presents progress and status reports as requested.
- Assists in the preparation of the monthly reports for the City Council.
- Provide excellent customer service at all times.
- Participate in training to ensure the City receives the highest level of services possible.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date