



CITY OF FULSHEAR
EXECUTIVE ASSISTANT
TO CITY MANAGER

CLASS SUMMARY

FLSA Status: N

Provides complex and confidential administrative support and project management to senior officials in a highly sensitive and rapidly changing environment. This position requires a high degree of independent judgment and a thorough knowledge of city functions, policies, and procedures. Must operate in an environment characterized by involvement in broad city-wide issues and interaction with citizens, top executives, and elected officials on complex and sensitive matters.

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Provides professional level support to senior offices and performs skilled administrative and operational duties: prepare presentations, conducts complex research, program development, data analysis, makes effective decisions, resolves citizen complaints, and special event organization.

Facilitates information flow and follow-up between the City Manager's office, Department Directors, City Council and other community organizations.

Represents the City Manager's office at various civic, community and neighborhood groups; prepare and make presentations, organizes internal committee meetings and prepares materials for meetings.

Provide project management duties for senior officials or city council, including project planning, research, data collection, and report preparation.

Provide and maintain senior officials and citizen/constituent relationships and intergovernmental relationships by responding to requests for information, citizen concerns, or employee issues; manages issues that require sensitivity and the use of sound independent judgment.

Coordinates resolution of council member inquiries.

Prepare and monitor budget preparation for the City Manager's office; compile data, evaluates and maintains budget items and accounts; research budget questions and issues.

Responds to administrative Public Information Act Requests.

Provide administrative support to senior staff including handling correspondence, scheduling of calendars, organizing meetings, and tracking/managing assigned projects and correspondence, or tracking complains assigned to other department heads for response.

Organize and maintain central file management database; to include records retention management

May order office supplies, paper, equipment and furniture and maintains records for the purchases including purchase orders, and check requests.

Resolve issues with vendors/suppliers including billing issues.

Coordinate work activities with other city departments.

Responsible for proper handling of sensitive and confidential data.

Other duties as assigned or required to perform the functions of the position.

Attendance is an essential function of this position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Work is primarily performed in an office environment. Work involves sitting for long periods of time, standing, bending, walking, climbing stairs, lifting and carrying objects weighing up to 30 pounds, using hands and fingers to operate computers and other office equipment. Work involves exposure to normal everyday risks typical of offices.

Work is subject to frequent interruptions.

From time-to-time, activities result in contact with irate citizens, applicants or employees.

Duties involve exposure to normal, everyday risks related to contact with the public.

MINIMUM QUALIFICATIONS

Work requires possession of a bachelor's degree from an accredited college or university with major coursework in business, public administration or related field with five (5) years of full-time work experience in an administrative, executive support or project management position.

Any combination of experience or education may substitute for the minimum qualifications.

Knowledge of city management policies and procedures and council rules and procedures for meeting.

Knowledge of department operations and organization structure, and administrative policies and procedures.

Knowledge of public relations and customer service practices and procedures.

Strong knowledge of business English, grammar, punctuation and simple mathematical functions including percentages and ratios.

Knowledge of computers and their application to the preparation and maintenance of records.

Ability to communicate effectively, both orally and in writing.

Ability to compose letters and other correspondence on a variety of administrative matters, and to prepare and maintain administrative and fiscal records.

Skill in the operation of a personal computer and word processing, spreadsheet, and database software, and in the preparation and maintenance of automated records and files. Specific knowledge in the use of Excel, Word, PowerPoint, Adobe Acrobat, & Outlook.

Skill in establishing and maintaining effective working relationships with supervisors, city officials, employees of other departments, and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Valid State of Texas Driver's License, Bachelor's Degree

Revised: January 2019