

City of Rehoboth Beach, Delaware

Job Description

Classification Title	Executive Assistant to the City Manager
Job Code	1003
FLSA Status	Exempt
Pay Grade	109

GENERAL POSITION SUMMARY

Performs a wide variety of administrative and confidential support for the City Manager. Handles administrative issues, including managing the department calendar, making travel arrangements, greeting and directing visitors, screening and handling phone calls, and responding to inquiries as appropriate. Monitors and coordinates accounting activities, prepares internal reports, participates in budget planning, and monitors/tracks department expenses and invoices. Composes and prepares written documentation and correspondence.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides administrative support to the City Manager's Office. Prepares various types of correspondence, reports and other documents. Answers phone calls, receives visitors and responds to inquiries.
- Handles personal communications and correspondence on behalf of the City Manager to internal and external stakeholders.
- Ensures response to e-mail, telephone calls and other verbal (and written) inquiries to, or re-directed to, the City Manager.
- Maintains City Manager's monthly calendar.
- Makes conference, hotel and airplane reservations for City Manager.
- Plans, organizes, and coordinates Special Projects and Initiatives.
- Assists development of plans and programs.
- Assists in budget planning and manages the operating budget of the City Manager's office, monitors and tracks spending.
- Controls and organizes workflow for the City Manager.
- Keeps abreast of developments in the field of City Management.
- Performs related work as required.

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MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree or two (2) years of formal training beyond high school
- At least three (3) to five (5) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

- Possession of a standard driver license

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- City government
- Public affairs and public information principles
- Financial software
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Organization and time management
- Customer service
- Verbal and written communication

Ability to:

- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

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WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		x	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time but may walk or stand for brief periods of time.

Date created:	9/13/2018
Dates revised	