

City of Socorro Job Description

Job Title: Executive Assistant I, II, III	Department: City Manager
FLSA Status: Exempt	Salary: \$17.95 – \$24.38
Approved: 09/01/2022	Last Revised: 09/01/2022

Position Summary:

Under the general supervision, provide administrative support functions and tasks to Administration including the offices of the City Manager, City Clerk and the Human Resources Director.

Duties, Functions and Responsibilities:

- Plan and direct or independently perform diverse and highly responsible personal secretarial support duties to ensure efficient planning of the Administration's day-to-day time, as well as that of governing or advisory boards as required, and to ensure accurate documentation and proper dissemination of directives and other management information to numerous subordinate organization levels, other departments, external organizations and the public.
- Provide administrative support, assist the public, coordinate purchasing activities, compile and distribute press releases, and maintain records and databases. Other duties may include: assisting with meeting and presentation preparation which includes gathering and compiling pertinent information and exhibits, negotiating and arranging times and places of board and committee meetings with attendees, send reminders and confirmations; prepare and post the agenda, meeting coordination and materials or documentation for City Council meetings subject to multiple deadlines, ensuring a high degree of accuracy and providing customer service to elected officials, city staff and the public. Attend public meetings. Participate in or arrange for special projects, events and meetings as assigned. Transcribe, edit and finalize correspondence authored by supervisor.
- Direct and provide general paraprofessional administrative support for programs or staff functions, if assigned. Involves: assisting in the development and implementation of standardized long and short-range business and planning initiatives. Research, prepare, conduct, interviews, and analyze studies and surveys. Make recommendations for new and changed program, office and administrative processes. Discuss proposals with supervisors. Implement approved operational procedures. Identify employee training needs and schedule training programs. Oversee establishment and maintenance of department or program databases and records which includes implementing and applying retention and retrieval procedures to meet regulations. Prepare and assemble specific reports and assist in financial planning and budget preparation, including projections and statistics.
- Type letters, statements, memorandums, minutes, and other documents. Prepare and types purchase orders, contacts vendors, solicits bids and quotes for purchases, enter data into the computer systems, obtain approval for purchases. Copy and forward the originals to the appropriate departments.
- Perform a variety of support duties related to file and records maintenance including: personnel files, training records, worker's compensation, unemployment, FMLA, employee benefits and other documentation. Respond to requests for information, including employment verification.
- Act as Secretary for the Ethics Commission. Attends Ethics Commission meetings; responsible for the meeting's agenda, minutes and record keeping.
- Update and maintain calendars and meeting schedules; make travel arrangements and prepare itineraries. May serve as receptionist for department or unit or may assist receptionist on a relief or temporary basis in that person's absence.
- Must maintain a high level of confidentiality and deal properly with sensitive documents and personally identifiable information. Maintain confidentiality of highly sensitive information pertaining to contemplated new or changed strategies. Organize and handle multiple job functions; work proficiently with mandated and important deadlines
- Comprehensive knowledge of office practices and procedures; accounting and budget preparation. Working knowledge of supervisory techniques, and pertinent policies and procedures; keep records, prepare reports, maintain filing systems, compile and organize information. Ability to type at the rate of 50 wpm. Operate modern office equipment including Microsoft Office applications such as Outlook, Excel and Power Point.
- Clear, concise and tactful oral and written communication to present reports. Ability to maintain effective working relationships with department, subordinates, coworkers, supervisors, directors, City Officials, City Council members, vendors, the public and other outside/government agencies.

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- Highly organized and dependable. Serve as a representative of the City of Socorro demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and the public. Provide customer service in assigned areas. Communicate in person, over the telephone or by correspondence.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Executive Assistant I (Basic)

\$17.95 - \$23.18

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and 3 years of related experience. A Bachelors, or associates degree in Public Administration, Business, or related field preferred.
- Minimum of five (5) years of administrative office support and clerical experience.
- Three (3) years of Paraprofessional Administrative support functions.
- Requires the possession of a valid Texas Class "C" Driver's License.

Executive Assistant II (Intermediate)

\$19.67 - \$23.78

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and 6 years of related experience. Associates degree in Public Administration, Business, or related field.
- Minimum of seven (7) years of administrative office support and clerical experience.
- Six (6) years of Paraprofessional Administrative support functions.
- Texas Municipal Clerks Certification Program within three (3) years of appointment.
- Requires the possession of a valid Texas Class "C" Driver's License.

Executive Assistant III (Advanced)

\$20.27 - \$24.38

Minimum Qualifications:

- A candidate must possess a high school diploma or GED and 9 years of related experience. A Bachelor's degree in Public Administration, Business, or related field.
- Minimum of seven (9) years of administrative office support and clerical experience.
- Nine (9) years of Paraprofessional Administrative support functions.
- Certified Texas Registered Municipal Clerks (TRMC)
- Requires the possession of a valid Texas Class "C" Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as typewriter, computers and software, calculator, copymachine, scanner, shredder, fax machine, and multi-line telephone.

Physical Requirements:

- Must be able to lift a minimum of 25 pounds.
- Sits, stands for extended periods of time.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

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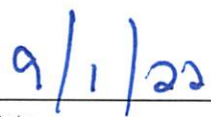


Mayor

Date



City Manager



Date



Human Resources Director



Date

Employee

Date

