

## CITY OF TEMPLE, GEORGIA Job Description

**Job Title:** Executive Assistant to the City Administrator  
**Department:** City Hall  
**Pay Grade:** 18

---

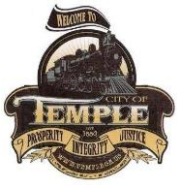
**Major Function and Purpose:** The purpose of this position within the organization is to perform highly complex administrative and office support functions for the City Administrator. The Executive Assistant to the City Administrator is responsible for a variety of administrative tasks to be completed with minimal supervision. Serves as liaison between the City Administrator's Office and the public, City staff, appointed boards and committees, community organizations, and other governmental agencies seeking interaction with the City Administrator; oversees the general office support functions of the City Administrator's Office; and performs related duties as assigned. This person would establish and maintain clerical procedures, priorities, and processes that govern the Administration Department's daily activities.

This key position performs assigned tasks in a highly sensitive and rapidly changing environment. The individual will perform complex, diverse, and confidential administrative duties in support of members of the City Council and the City Administrator in their interactions with City department heads, top officials of other governmental agencies, appointed boards and committees, community organizations, interest groups, and constituents. This position requires an individual who can demonstrate the ability to communicate professionally in person, by phone, and in written communication in English and work under critical time deadlines.

**Supervision Received:** Work is performed under the general supervision of the City Administrator.

### Essential Job Functions

- Serves as liaison between City Council members, City Administrator, Department heads, the public, and outside groups and agencies. Reviews and determines the priority, route incoming communications, reports, requests, and instructions; refers matters to appropriate staff; acts as a liaison in coordinating issues between the City Administrator's Office and other department heads and managers
- Responds to and resolves complex and sensitive complaints and inquiries; provides general and specialized information and assistance in any area requiring judgment, tact, sensitivity, and appropriate interpretation of policies, rules, and procedures
- Provides administrative and analytical support to the City Administrator
- Prepares memoranda, correspondence, and other documents and reports, often highly sensitive and confidential; ensures materials and reports for signature are accurate and complete; and other materials for accuracy, completeness, and compliance with City standards, policies, and procedures
- Conducts assigned research and analysis; develops recommendations on City Administrator's Office and City-wide work methods, operating policy, procedures, and other administrative issues; prepares staff reports, reviews, proofreads newsletter, answers questions, or arranges for compilation of data to assist in the decision-making process
- Represents and supports the City Administrator with City Council, employee, and citizen group discussions and meetings. Monitors and keeps the City Administrator informed about projects



and issues of importance to the Council. Provides the City Administrator with accurate and timely information to support decision-making and policy direction

- Represents the City Administrator at meetings as assigned
- Creates presentations to explain the program or project status
- Assists in developing and compiling information for the City's annual budget
- Assist in technical support

#### **Desired Education and Knowledge**

- Associate degree in Public or Business Administration, Government, or a related field or the combination of education and experience
- Requires five years of clerical administrative, or closely related experience
- Professional-level computer use skills include but are not limited to Microsoft Office, email, web-based applications, and keyboard skills

#### **Desired Skills and Abilities**

- Office management skills
- Written and oral communication
- Meet expectations for quality service and delivery dates with good time management
- Software applicable to work assigned
- Maintain office records and prepare reports from said records
- Exercise independent judgment by following established policies and practices
- Edit, proofread, and meet standards for quality reports, forms, and internally and externally distributed materials

#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines, which include computers, printers, fax machines, copy machines, telephones, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds frequently.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments without supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, explain procedures, and follow verbal and written instructions.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using automated office equipment to operate motor vehicles.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving



instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking- expressing or exchanging ideas employing spoken words.) (Hearing- perceiving natures of sounds by ear.)

***This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and the requirements of the job change.***