

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Council Executive Office Assistant	Job Code: 0005
Date: November 22, 2017	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is an executive assistant position for the Provo City Municipal Council with responsibility to coordinate various functions and programs in support of the Council Office.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Council Executive Director and performs all tasks under general direction. This work is distinguished from lower-level clerical positions by its direct support to the Executive Director, responsibility for multiple programs, greater scope of duties, and high exposure to public scrutiny.

ESSENTIAL DUTIES: Perform general secretarial and specialized clerical duties including taking minutes, typing documents and/or correspondence, and overseeing various office programs; use a computer to enter and retrieve data in several different formats; make copies; operate and may maintain various office machines; maintain appointment schedules; organize, prioritize, and coordinate office materials into usable formats for management's review, analysis, and release; prepare and/or proofread press releases and correspondence; compile information and figures and prepare associated reports in a clear, concise, and accurate manner; assist in formulating, preparing, and monitoring office budgets; perform bookkeeping and general accounting work; oversee ordering and procurement of office supplies.

Design, implement, and monitor record keeping, filing, and reporting systems including the proper receipt and documentation of incoming work, information requests, and correspondence; may act as intermediary between the Council and the public or other clients; assist in overseeing office work flow by scheduling work; assist in maintaining department policy and procedures; interpret and enforce policy established by the Executive Director; monitor and maintain personnel and payroll records; train and evaluate new secretarial/clerical staff as necessary.

Provide administrative support to the Provo City Neighborhood Program Coordinator to facilitate the exchange of information between Neighborhood Chairs and the Council Office including Council agendas, newsletters, and land-use information; attend neighborhood meetings at various times; develop and present various neighborhood orientation and training programs; review and track Neighborhood matching grants; coordinate City Council and Neighborhood events; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and four (4) years of responsible secretarial experience, including the use of automated office equipment, computers, and spreadsheets **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* administrative and clerical support functions including the operation of standard office equipment; the operations performed and purposes served by

the Council Office; basic budgetary and accounting processes; basic English composition, spelling, and grammar; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system. **Skill in:** using computers, spreadsheets, and various software programs; computer data entry and retrieval; writing clear and concise press releases and/or correspondence; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; type documents accurately and efficiently; communicate effectively both verbally and in writing; quickly and accurately solve routine mathematic calculations; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports.

TOOLS AND EQUIPMENT USED: Computer, copier, telephone, other office equipment.

PHYSICAL DEMANDS: Requires sitting at a computer for long time periods and maintaining concentrated attention to detail. May include driving to various City sites, meetings, and events.

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards present. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Executive Director – Municipal Council

11/22/2017

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.