



City of Lemon Grove

Invites Applications for:

EXECUTIVE ASSISTANT

\$3,452.57 - \$4,408.95 per month

THE POSITION:

Under direction, an **Executive Assistant** provides highly skilled and often confidential administrative and clerical support to the Mayor, City Council Members, City Manager, Human Resources Manager, Management Analyst, and associated executive, supervisory and professional staff. **There is currently one (1) vacancy in the City Manager's Office.**

Primary duties and responsibilities include, but are not limited to: planning, organizing and managing support functions of the Office of the City Manager, Mayor and City Council; serving as a primary contact and liaison for with other City departments and staff, the general public and outside agencies and organizations; taking and responding to phone and in-person contacts which include screening inquiries, referring inquiries to appropriate departments, taking messages and scheduling appointments for the City Manager, Mayor and City Council members; collecting background information pertinent to complaints; monitoring and reconciling balances of the City Manager and Council budget accounts; composing correspondence and typing a wide range of material and extensive knowledge of Microsoft word processing, editing and formatting features; creating forms, logs and standardized letters using Microsoft Office; preparing graphs, pie charts and other graphic presentations using various computer software programs; proofreading an editing materials for spelling, syntax, grammar and clarity; reviewing for form and accuracy, materials prepared by City departments for signature of the City Manager or Mayor; scheduling City-hosted events such as conferences and business meeting dinners for interagency and/or professional organizations which include arranging accommodations, invitations, catering, setups, speaker arrangements, decorations and follow-up correspondence; establishing and maintaining traditional and automated filing systems and checking accuracy and completeness of information being filed; coordinating archival files per the City's records management policy; relieving management staff of as many details as possible by segregating important matters for the appropriate persons, reviewing and making sure that all details are taken care of, which includes assuring all key documents or pieces of information are provided as necessary; performing research regarding special projects as assigned, which may include accessing the Internet; attending meetings and taking minutes of business conducted and composing minutes; receiving incoming mail, arranging in priority order, assembling background information and distributing to appropriate personnel; delivering materials to the Mayor and Council members, as necessary; coding and filing correspondence and documents; coordinating schedules and maintaining a calendar of appointments, meetings and events for the City Manager, Mayor, and City Council members; scheduling conferences and out-of-town meetings for City executives and officials,

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EXECUTIVE ASSISTANT *(Continued)*

making reservations for transportation, accommodations and registrations; initiating and processing warrant requests; ordering City-wide office supplies and items for recognition such as plaques; monitoring budget expenditures; performing front desk phone, counter and cashier relief duties when necessary; and performing other duties as assigned.

MINIMUM QUALIFICATIONS:

This position requires high school graduation or its equivalent, supplemented with additional specialized course work in public administration, business administration, or a related field is highly desirable; five (5) years of increasingly responsible executive-level assistant or secretarial experience to the chief administrative officer of a public or private sector employer having multiple organizational levels and a high level of public and professional contact; and a valid Class C California driver's license.

The ideal candidate will possess modern office organization principles, practices and procedures including hard copy and electronic record keeping methods, effective work tracking methods and business letter writing.

WORKING CONDITIONS

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

CLOSING DATE/APPLICATION PROCEDURE:

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 by **5:00 p.m., Thursday, August 15, 2019.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education, which relates to the position.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a writing assignment and/or oral interviews to be held in the City of Lemon Grove. The selection process is tentatively scheduled for **Thursday, August 22, 2019.** Second round of interviews are tentatively scheduled for **Monday, August 26, 2019.** A City application is available on the City's Website: www.lemongrove.ca.gov.

Note: Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

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EXECUTIVE ASSISTANT *(Continued)*

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at rhidalgo@lemongrove.ca.gov or at 619-825-3848.

07/29/19

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