

COMMISSION EXECUTIVE ASSISTANT, 9734

Summary of Duties : Supervises or performs all administrative and clerical functions of a City Commission or Board office; maintains the Commission's official public records; prepares or supervises the preparation and distribution of the agenda and minutes of Commission meetings; advises the Commission on procedures, precedents and policies; may supervise the work of a supporting clerical staff; and does related work.

Distinguishing Features : A Commission Executive Assistant is primarily responsible for insuring that Commission business follows proper form, precedent and procedures, and for keeping complete and accurate minutes, files and records. A Commission Executive Assistant attends Commission meetings and takes notes of proceedings before the Board. If a verbatim report is required, usually a Hearing Reporter or a recording device is used.

Although a Commission Executive Assistant normally reports directly to the Commission regarding Commission actions and records, an employee in this class is also responsible for coordinating administrative actions and procedures with the General Manager or other administrative head of the department. Where the volume of work requires it, a Commission Executive Assistant may supervise another Commission Executive Assistant who assists in, or has primary responsibility for, the day-to-day work of the Commission office. A Commission Executive Assistant may also supervise a small clerical staff. Most of the work is not subject to review, and errors could result in the invalidation of Commission actions and reflect adversely on the work of the department. Tact, discretion and judgment are required in frequent dealings with the public.

Examples of Duties : Supervises or performs all administrative and clerical functions of a City Board or Commission; prepares or supervises the preparation of the agenda and minutes of all meetings of the Commission; notifies Commission members of meeting dates; assembles staff reports and other documents needed for reference purposes by Commission members; supplies Commission members, administrative officers of the City and other interested persons with the Commission's agenda; attends Commission meetings and takes notes of the proceedings and transactions of the Commission; may recommend action on routine matters and advise Commission members on questions of form and precedent; arranges Commission appearances;

Prepares or supervises the preparation and filing of records of Commission actions and correspondence; checks Commission minutes against notes taken at meetings to insure accuracy and completeness; maintains indexes and files of Commission actions, correspondence and official documents; researches background

information and prepares special reports and correspondence as requested by the Commission; prepares, certifies and distributes resolutions, orders and minutes of Commission meetings; arranges for publication and other legal notices of bids, contracts and other Commission actions; composes and signs routine correspondence for the Commission; schedules appointments for Commission members; explains Commission policies and actions to office callers or over the phone; may coordinate and schedule hearings and review hearing reports; may take and transcribe dictation from Commission members; may supervise a small clerical staff engaged in the more routine clerical tasks of the Commission office; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the organization of City government and of the functions of its various departments; a good knowledge of office procedures and practices; a good knowledge of correct correspondence including punctuation, spelling and grammatical usage; a good knowledge of safety principles and practices; a working knowledge of the City Charter, Municipal Code, State Laws, Court decisions and City Attorney's opinions relating to the work of City Boards and Commissions; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures; the ability to deal tactfully and effectively with Commission members, department personnel, public officials, and the general public; the ability to supervise the work of a small clerical staff; and the ability to write clear and concise minutes, resolutions, reports and correspondence.

The ability to take dictation within acceptable City standards may be required.

Two years of office clerical experience at the level of Secretary is required.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.