

CITY OF PARIS JOB DESCRIPTION

Position: Executive Assistant

Reports to: City Manager/Assistant City Manager

Department: Administration 01-115 & 02-510 Split Fund

FLSA Status: Non-Exempt/Hourly

Core Schedule: M-F 8:00a-5:00p

Supervises: None

Purpose:

Provide assistance to all office personnel; assist in carrying out the projects and work overflow. Assists in administering the purchasing program in compliance with policy and applicable laws. Cross trained in multiple departments to serve as a backup for absences and in times of heavy workload.

General Duties and Responsibilities:

- Provide assistance to the City Manager, Mayor and the City Commission, and Assistant City Manager, receiving general direction.
- Complete training in multiple departments to assist in backup or times of peak workload
- Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Reads and routes incoming mail. Locates and attaches appropriate file for correspondence to be answered.
- Prepare outgoing mail.
- Files correspondence and other records.
- Answers telephone and give information to callers or routes calls to appropriate official and places outgoing calls.
- Maintains appointment calendar; sets up and organizes meetings; tracks deadlines and resolutions of important issues.
- Greet visitors, ascertains nature of business, and conducts visitors to the appropriate person
- Receives inquiries from citizens, elected officials, members of the press, various City Departments, and other governmental agencies; prepares and provides a response to those inquiries. Serves as the initial point of contact for the City Manager and City Commission and presents a professional positive image
- Review correspondence for routing or processing of routine matters. Drafts responses for appropriate signature.
- Assists with compiling data for meetings, reports, community presentations, commission meetings, and legislative presentations as needed.
- Make travel and training arrangements; processes travel arrangements and post travel paperwork following City policy and procedures.

- Assist other departments including but not limited to the City Manager, Finance, Human Resources and City Clerk with clerical and operational administrative matters.
- Assists with follows up with Departments Directors on items requiring additional action after City Commission meetings.
- Maintain frequent communication with all levels of City government, external agencies, and the public.
- Manages confidential, sensitive information and data and seeks resolution.
- General duties include maintenance and auditing of files, logs, contracts and record keeping.
- Other duties as assigned

Manual/Physical

- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm, or hand, movement. Standing/sitting for extended periods of time. Ability to lift up to 25lbs frequently.

Other Requirements

- Experience in high level administration, finance, business, or a related field, or the equivalent combination of education and experience to perform the duties of the position.
- Working knowledge of general office practices and procedures. Demonstrating analytical and technical computer skills using accounting systems, and proficiency in the use of personal computer and related software packages, including specific knowledge of Excel, and Word.
- Strong oral / written communication skills.
- Ability to meet deadlines, prioritize work, and be flexible in work assignments.
- Ability to establish and maintain working relationships with co-workers, supervisors, and other City personnel and the public.