

Executive Administrative Assistant

The **Executive Administrative Assistant** to the **City Manager** plays a key role in supporting the City Manager's office by handling administrative, clerical, and organizational tasks. Their responsibilities typically include:

Administrative Support

- Managing the City Manager's calendar, scheduling meetings, and coordinating appointments.
- Handling phone calls, emails, and correspondence on behalf of the City Manager.
- Preparing and distributing agendas, reports, and presentations for meetings.
- Taking and transcribing minutes from meetings.
- Maintaining confidential records and files.
- Handle all city related contracts.

Office Management

- Overseeing office supplies, equipment, and daily office operations.
- Assisting in budget preparation and expense tracking for the City Manager's office.
- Coordinating travel arrangements and reimbursements.

Public Relations & Communication

- Acting as a liaison between the City Manager and other city departments, officials, and the public.
- Responding to inquiries from residents, businesses, and stakeholders.
- Drafting official correspondence, memos, and reports.
- Managing social media updates or press releases (if required).

Project Coordination

- Assisting in special projects, research, and policy implementation.
- Tracking deadlines and ensuring compliance for City Manager
- Coordinating events, public meetings for the City Manager

Legal & Compliance Support

- Ensuring that city records, contracts, and documentation comply with local, state, and federal laws.

- Processing public records requests as needed on behalf of the City Manager

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to type, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and distance vision.