

**EXECUTIVE ASSISTANT
TO THE CITY MANAGER/PARALEGAL**
Salary Range 24: (Confidential Salary Schedule)

DEFINITION

Under general supervision, performs a variety of highly responsible, confidential, and complex administrative duties for the City Manager and City Attorney; serves as the primary liaison between the City Manager's Office, City Attorney's Office, City staff, City Council and outside agencies; provides paralegal services to the City, assists with a variety of special projects; provides general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Manager/Paralegal is a single-position, journey-level classification that performs the full range of responsible, confidential, and complex administrative and paralegal support duties for the City Manager and City Attorney. These duties require considerable knowledge of City policies and procedures, City Council functions and operations, professional legal support services, and other government procedures. The frequent use of discretion, initiative, diplomacy, and independent judgement is critical and consequential to the impact and operations of City business.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report directly to the City Manager and the City Attorney.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Perform a wide variety of highly responsible, confidential, and complex administrative and paralegal support/duties in support of the City Manager's and City Attorney's Office.
- Perform legal research on select matters and prepares legal analysis memoranda.
- Prepare and draft ordinances, resolutions, and contracts, and other legal documents under the supervision and direction of the City Attorney or Assistant City Attorney; file and serve legal documents.
- Review adequacy of insurance certificates and bonds presented for matters such as subdivisions and agreements.
- Review subpoenas and assist Departments with responding to subpoenas; assist with preparation of responses to Public Record Act requests; draft discovery responses.
- Organize and maintain the law library and legal materials.
- Receive, process and monitor the progress of correspondence, memoranda and other documents through the City Manager and City Attorney offices, establish and maintain filing and reporting systems as necessary; develop record keeping procedures, prepare correspondence and reports.
- Receive and respond to calls and visitors with tact and diplomacy; research and respond to requests for sensitive information and assistance; resolve citizen concerns and complaints; advise the City Manager and other assigned executive staff on sensitive matters with potential impact to City operations and relationships.

- Provide administrative assistance and support for City administration by assisting with answering phones, taking messages and making appointments; maintaining calendars; filing documents; scheduling meetings, activities and functions; setting-up rooms and equipment; ordering refreshments; keeping activities flowing subject to timelines/management needs; maintaining a follow-up system to assist staff with deadlines, project due dates and other events.
- Assist administration staff in composition and preparation of a wide variety of correspondence; use Microsoft Office computer applications to format and type a variety of sensitive, confidential, official and/or legal letters, documents, presentations and contracts.
- Coordinate, schedule, process, and confirm travel and other arrangements for meetings, conferences, speaking engagements, business trips, and breakfast/ luncheon/dinner meetings by preparing itineraries, requesting travel confirmations, compiling expense reports, and reconciling credit card invoices.
- Produce, manage and distributes documents and materials for executive staff and council.
- Develop and administer effective systems and processes for efficient operations; maintains accurate and up-to-date office files, records, and logs to ensure access to current information; purge/shred files per records retention guidelines to ensure confidentiality.
- Promote a positive City image by maintaining excellent internal and external customer relations; use sensitivity, tact and diplomacy in all interactions; establish and maintain positive and effective working relationships with co-workers and those contacted in the course of work at all levels; work collaboratively with staff, various departments and outside agencies.
- Attend and participate in community events and meetings as directed.
- Participate in special projects as assigned; research data, collect and compile a variety of administrative and/or technical information for projects; prepare comprehensive reports of findings.
- Assist with the development and administration of City Manager, City Attorney, and City Council budgets; monitors office expenditures, processes check requests, credit card statements, and records request fees.
- Process mail; order and maintain office supplies.
- Contribute to the team effort by performing other duties as needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Local government organizational structure and functioning, including the role and responsibilities of the City Manager, City Attorney, an elected City Council, and appointed boards and commissions.
- Standard office administrative practices, methods, and procedures.
- Methods and techniques of business letter writing and effective technical report preparation and presentation.
- Principles and practices of public sector records management.
- Pertinent federal, state, and local rules, regulations, and laws applicable to assigned projects.
- Principles of Brown Act requirements and ethics parameters for City employees.
- Principles and practices of paralegal support functions; legal research techniques and legal concepts, terminology, forms, and documents.

- Principles and practices of public sector budgeting, including basic budget preparation and monitoring.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Calendaring, filing methods, editing, and proofreading.
- English usage, spelling, grammar, vocabulary, punctuation, basic math and statistical techniques.

Ability to:

- Perform responsible and difficult administrative and paralegal support work involving the use of independent judgment and personal initiative; anticipate needs of City Manager, City Attorney, and executive staff; research and gather necessary information for meetings, reports, and projects.
- Represent the City Manager, City Attorney, or City at community events and meetings in a professional manner.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Analyze complex problems, evaluate alternatives, and make sound recommendations
- Proofread materials for accuracy, completeness, and compliance; prepare correspondence, reports, forms and a variety of specialized documents.
- Compile and maintain confidential data, information, and files for executive staff.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet critical time deadlines.
- Coordinate activities with other City departments and agencies as required. Maintain integrity of work by taking responsibility and accountability for completion of accurate work and positive customer interactions and maintaining punctuality and attendance at work; contribute collaboratively to a team effort.
- Organize and maintain accurate and complex records management and records retention system.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use computer technology and applications in the performance of daily activities; type at a speed necessary for successful job performance.
- Accurately make basic mathematical and statistical calculations.
- Perform research; prepare clear, concise, and logical written reports and correspondence.
- Operate standard office equipment including a computer and applicable word processing, spreadsheet, specialized and standard database software.
- Produce in form, documents such as letters, memoranda, agendas, agreements, reports, ordinances, resolutions, forms, records, and contracts.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge and abilities, and complies with California Business and Professions Code section 6450 requirements for a "Paralegal" is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, and five (5) years of progressively responsible administrative and paralegal support experience, preferably working in a public agency, that includes

public contact and interaction with positions of all levels including elected positions. College level coursework in public administration, business administration, legal assistance, or a related field is desirable.

Paralegal Certificate: Either (1) a certificate of completion of a paralegal or legal assistant program approved by the American Bar Association; (2) a certificate of completion of a paralegal program at or a degree from a nationally accredited college or university that requires the successful completion of a minimum of 24 semester or equivalent units in law-related courses; (3) a baccalaureate degree or advanced degree in any subject, a minimum of one year of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding years, and a written declaration from that attorney stating that the person is qualified to perform paralegal tasks; or (4) a high school diploma or general equivalency diploma, a minimum of three years of law-related experience under the supervision of an attorney who has been an active member of the State Bar of California for at least the preceding three years, and a written declaration stating the person is qualified to perform paralegal tasks.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator; ability to frequently bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Working Conditions

Incumbents work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work on evenings, weekends and holidays and attend meetings before or after normal business hours.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally,

incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: May 2018

Revised: January 2021