

CITY OF SANTA ANA

JOB TITLE

Executive Assistant to the City Manager (MM)

JOB CODE

00670

DEPARTMENT

Office of the City Manager

TITLE OF IMMEDIATE SUPERVISOR

Assistant City Manager

JOB SUMMARY

Assist the Assistant City Manager in ensuring efficient and effective City operations.

TASK #

DESCRIPTION

- 1 Review request for Council and other reports submitted by various departments for completeness, format, content and timeliness.
- 2 Coordinate and conduct various special and complex projects with other city agencies.
- 3 Analyze and evaluate complex and sensitive programs and policies, and various interdepartmental issues.
- 4 Prepare and monitor departmental budget. Provide assistance to Assistant City Manager with City wide budget preparation.
- 5 Make council presentations on budget and other matters.
- 6 Conduct research and collect pertinent data and information for presentation to Assistant City Manager, City Manager, or City Council.
- 7 Assist Councilmembers as a liaison with constituents.
- 8 Be an active member of the City's Total Quality Management Program and participate as a member of the Department's Agency Advisory Team and coach.
- 9 Facilitate communication for the City Manager's Office with departments through memos and telephone calls.
- 10 Assume the duties of the Assistant City Manager and/or City Manager upon their absence at the discretion of the City Manager.

11 Conduct presentations to community groups.

12 Performs other related functions as required.

MINIMUM OR DESIRED QUALIFICATIONS:

Experience: Three years of progressively responsible experience as a professional level staff assistant. A master's degree in Public Administration, Business Administration, Industrial Relations or related field from an accredited college or university may be used in conjunction with experience to meet the necessary requirements.

Knowledge of: Municipal government operations and issues, City Manager - Council form of government.

Ability to: Communicate effectively both orally and in writing; conduct research, analyze data and information, develop recommendations on policies and procedures and prepare comprehensive reports; make presentations to various special groups.