



## EXECUTIVE ASSISTANT TO CITY MANAGER

City of Bell Gardens

Bell Gardens, California

\$68,652.00 - \$83,460.00 Annually

Excellent Fringe Benefits | 4/10 Work Schedule

**POSITION** Under general supervision, performs a variety of complex and highly responsible administrative and secretarial duties for the City Manager, Assistant to the City Manager, and City Council. The position requires considerable initiative, independent high-level judgment, and analytical skill to assess and solve problems and inter-personal skill in working with policymakers, employees at all levels, and the general public.

**EXAMPLES OF ESSENTIAL FUNCTIONS:** Assists, supports, and facilitates the operations of the Administration Department; performs administrative tasks including scheduling, filing, customer service, prioritizing matters, coordinating meetings, and ensuring the effective operation of the Department. Prepares, develops, edits, maintains, and monitors extensive schedules and scheduling conflicts for upper management; prepares staff reports, manages travel arrangements, critical issues, and compiling information; demonstrates skilled professionalism when handling confidential matters. Provides exceptional customer service and customer interaction; researches inquiries, and concerns, determines appropriate actions, prioritizes issues, and directs customers to the appropriate resources or individuals for care; assists public, private agencies, and other departments with technical and general assistance regarding City policy. Oversees, edits, publishes, and distributes the City's quarterly newsletter; assists in the translating, compiling, editing, and drafting of the publication; collaborates with all departments to ensure all relative information is included and published accurately. Manages, delegates, plans, provides assistance, and gives support for event planning and specialized projects; handles meetings, annual dignitary visits, various holiday event planning, annual ceremonies, orders business cards, and all other promotional items associated. Assists with transmitting, submitting, and editing of a variety of financial documents, purchase orders, invoices, expense reimbursements, payroll, and other related budget documents; oversees City Council expenses and reimbursements; reviews, reconciles and completes reports for travel expenses and credit card charges; maintains records of fiscal transactions. Establishes, maintains, monitors a comprehensive system of hard copy and digital copy records retention and management, files, sorts, and stores records accurately and within retention schedule guidelines. Performs various internal tracking activities for the City; handles evaluations, PAFs, City Council and Management Appointments, and other documents and submissions; understands State compliance and related regulations. Monitors office operations, orders supplies, ensures appropriate promotional materials are stocked, and manages equipment; performs any and all administrative duties requested.

**EDUCATION** Any combination of training and experience that results in the knowledge, skill and abilities necessary for satisfactory job performance may be qualifying. A typical way to obtain the requisite qualifications to perform the duties of this class is as follows: Two (2) years of college level coursework with emphasis on business principles and practices. Ability to communicate in Spanish is highly desirable.

**EXPERIENCE** Five (5) years of progressively responsible experience providing complex administrative support to an executive, department head, or elected official. Experience with a public agency is preferred. **SPECIAL REQUIREMENTS** Possession of a Class C California driver's license and a satisfactory driving record is required.

Online applications will be accepted through Sunday, January 28, 2024, at 11:59PM or until sufficient qualified applications are received.

Apply online at: [www.bellgardens.org/jobs](http://www.bellgardens.org/jobs)