

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Executive Assistant	<b>BAND/LEVEL:</b>	Admin IV
<b>DEPARTMENT:</b>	City Manager	<b>JOB NO:</b>	4045
<b>DIVISION:</b>	City Manager	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Deputy City Manager	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 121

**REPLACES:**

**DATE:**

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**JOB SUMMARY STATEMENT:**

Provides administrative support to the Deputy City Manager, Assistant City Manager and Manager, Communications in the City Manager's Office and back-up support for Mayor, Governing Body and City Manager. Keeps abreast of city events and issues. Provides support to the Johnson and Wyandotte Counties Council of Mayors. Must possess strong skills in Word, Excel, PowerPoint and Outlook.

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**DUTIES AND RESPONSIBILITIES:**

1. Provides administrative support to the Deputy City Manager, Assistant City Manager and Manager, Communications in the City Manager's Office and back-up support for Mayor, Governing Body and City Manager. Includes production of letters, memos, presentations and reports; composes correspondence and distributes final documents. Schedules appointments as necessary, processes invoices, and prepares check requests and purchase orders, manages purchasing card records for Deputy City Manager.
2. Receives inquiries, requests, complaints, comments, concerns, messages, and requests for appointments from citizens, officials of other government jurisdictions, business community, and news media. Directs callers to appropriate person or provides requested information. Relays messages, makes appointments, or schedules meetings. Back-up support for proclamations, schedules personal appearances for the Governing Body, and other ceremonial duties.
3. Gathers background information and assists communications staff in preparing presentations, speeches, brief remarks, and other comments as needed for City Manager's Office and back-up support for Mayor and Council Members.
4. Coordinates travel arrangements for City Manager and staff and back-up for Mayor and Council for attendance at various out-of-town conferences. Makes and confirms reservations, secures travel advances, and prepares itineraries and trip packets for each traveler. Assists in preparation of expense statements upon traveler's return.
5. Coordinates arrangements for members of City Manager's staff to attend meetings/luncheons/dinners of Chamber, Convention & Visitors Bureau, Mid-America Regional Council and other organizations.
6. Maintains awareness of requirements of Kansas Open Meetings Law in scheduling or being notified of meetings to be attended by members of Governing Body. Prepares call and notice of meeting as required; reminds others of this responsibility as needed.
7. Assists in processing department payroll and personnel files. Enters time into computer payroll system based on leave requests and absences.
8. Orders supplies, equipment, periodicals, and miscellaneous items; processes invoices, mileage forms, check requests, and purchase orders; back up for petty cash for use by Governing Body and City Manager's staff.
9. Maintains some department files.
10. Provides administrative support to the Johnson and Wyandotte Counties Council of Mayors including agenda preparation, meeting arrangements, process invoices from checking account, maintains accurate budgets, and other duties as needed. Significant involvement in planning and organizing meetings with the Legislative Delegation, the Governor of Kansas and his staff. Maintain historical files for the Council of Mayors.
11. Coordinates preparation and distribution of agendas for Finance, Administration and Economic Development

**Title:** Executive Assistant  
**Cost Center:** 121  
**Date:** 3/25/12  
**Page** 2

Committee, the Overland Park Development Corporation and Committee of the Whole meetings. Reviews agenda and makes changes and corrections. Assures compliance with open meetings policy.

12. Assists in the fixed asset management of the department.
13. Assists in emergency operations and incident management activities, as required.
14. Keeps informed of City events and issues by reading various memos, reports, and periodicals to enhance knowledge of issues currently under consideration and services offered throughout the city.
15. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
16. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education which includes courses in typing and office practices or additional equivalent experience. Certification as professional secretary would be beneficial.

### **EXPERIENCE:**

Five years of progressively responsible secretarial or office management experience.

### **SKILLS:**

1. PC computer skills
2. Excellent oral and written communication skills
3. Telephone skills
4. Dictaphone
5. Basic office machine operation
6. Basic math skills
7. Reading
8. Typing

### **MENTAL REQUIREMENTS:**

1. Ability to assess situation and use judgement in responding
2. Ability to organize files and retrieve data effectively
3. Ability to work under distracting conditions i.e. phone, interruptions
4. Ability to learn and understand PC software applications
5. Ability to work on several projects at once
6. Effective listening skills
7. Diplomacy and judgement
8. Carry out assignments through oral and written instructions
9. Alpha and numeric recognition
10. Logical reasoning
11. Ability to analyze problems and recommend possible solutions
12. Ability to train and guide others
13. Ability to recognize and protect confidential information

### **PHYSICAL REQUIREMENTS:**

1. Hand and eye coordination adequate to input computer and peripheral equipment
2. Visual stamina and acuity adequate to review alpha and numeric data and to spend extended periods looking at computer screen

**Title:** Executive Assistant  
**Cost Center:** 121  
**Date:** 3/25/12  
**Page** 3

3. Ability to operate Dictaphone equipment, copier, multi-line telephone, and typewriter
4. Ability to place and receive phone calls
5. Ability to sit for extended periods of time

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**