

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Executive Asst. to City Manager & Gov. Body	<b>BAND/LEVEL:</b>	Admin IV
<b>DEPARTMENT:</b>	City Manager	<b>JOB NO:</b>	4380
<b>DIVISION:</b>	City Manager	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	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:** Executive Asst to City Manager & Gov Body

**DATE:**

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### **JOB SUMMARY STATEMENT:**

Provides administrative and secretarial support to Mayor and Council, City Manager, and City Manager's staff. Provides assistance and information to the general public and staff in scheduling appointments, conveying complaints or concerns, and relaying messages. Coordinates appointments and reappointments by Mayor for members of all city boards, commissions and committees. Arranges annual Mayor's Volunteer Reception for members of boards and commissions of the city. Prepares annual alcohol control funds contracts and disburses funds. Writes welcome or congratulatory letters for groups and citizens. Assists Manager, Communications with details of Mayor's State of the City event and editing of speech. Coordinates travel arrangements for Mayor and Council and City Manager's Office staff. Keeps abreast of city events and issues.

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### **DUTIES AND RESPONSIBILITIES:**

1. Provides administrative and secretarial support to Mayor & Council, City Manager, and City Manager's office staff. Produces letters, memos, and reports; composes correspondence and distributes final documents. Acts as department receptionist; screens visitors and telephone calls. Processes invoices, prepares check requests and purchase orders.
2. Maintains Mayor's calendar of appointments. Receives appointment requests, determines Mayor's availability, confirms with all parties involved. Arranges for stand-in when necessary and coordinates with requester. Provides reminders, written copy of remarks, and materials needed for appointments.
3. 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. Handles proclamations, schedules personal appearances and other ceremonial duties. Provides assistance for orientation of new council members.
4. Coordinates appointments/reappointments by Mayor to various city boards, and commissions. Tracks vacancies and terms; prepares information for new appointments or contacts staff support person to determine reappointment of current committee members; prepares letters to appointees advising of appointments.
5. Gathers background information and assists Manager, Communications in preparing speeches, brief remarks, and other comments as needed for Mayor and Council members. Prepares such documents in absence of Manager, Communications.
6. In accordance with City Council funding decisions for Drug and Alcoholism Council, prepares annual contracts between City and agencies receiving funds and coordinates execution of such contracts. Monitors receipt of signed contracts and periodic performance reports from agencies as required by contract. Disburses funds to agencies as spelled out in contracts.
7. Assists Manager, Communications with Mayor's State of the City speech as it is developed; provides suggestions for revision; provides details of event to Governing Body, executive leadership team and other staff members and arranges for attendance; participates in speech rehearsals; prepares thank-you messages for Mayor to those involved.
8. Writes welcome or congratulatory letters for citizens or groups scheduling conferences, conventions, business meetings, reunions, etc., or celebrating special occasions. Writes other correspondence or remarks as requested by Mayor or City Manager.
9. Coordinates all arrangements for Mayor's annual Volunteer Reception. Schedules event with appropriate venue and

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makes menu selections; tracks changes to boards, commissions, task forces and committees to prepare updated invitation list; prepares invitations and completes invitation mailing; tracks invitation responses; completes arrangements on day of event.

10. Coordinates arrangements for members of Governing Body and City Manager's staff to attend meetings/luncheons/dinners of Chamber, Convention & Visitors Bureau, Mid-America Regional Council, and other organizations.
11. 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.
12. Coordinates travel arrangements for Mayor & Council and City Manager and staff 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.
13. Coordinates selection, purchase and mailing of Mayor's holiday cards.
14. As delegated person, enters payroll time and approves timesheet as needed, based on leave requests and absences.
15. Processes invoices, mileage forms, check requests, and purchase orders; maintains petty cash for use by Governing Body and City Manager's staff.
16. Maintains department files.
17. 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.
18. Assists in emergency operations and incident management, as assigned.
19. 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.
20. 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 experience, including four years of secretarial experience within the City of Overland Park or another comparable municipality or business, or an equivalent level of experience.

### **SKILLS:**

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

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**MENTAL REQUIREMENTS:**

1. Ability to assess situation and use judgment 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 and prioritize several projects at once
6. Effective listening skills
7. Diplomacy and judgment
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
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):**

Part-time administrative clerk.

**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.**