



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Executive Assistant	BAND/LEVEL:	PROF I
DEPARTMENT:	City Manager	JOB NO:	230 (4045)
DIVISION:	City Manager	DATE:	03/22/2021
REPORTS TO:	Assistant to the City Manager	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	121
REPLACES:	Executive Assistant	LAST REVISED DATE:	03/12/2021

JOB SUMMARY STATEMENT: Provides administrative, technical, and logistical support to the Mayor, Governing Body, and City Manager's senior staff. Preparation and distribution of agendas for Council Committees. Assists with Mayor's appointments to boards and committees. Oversees special event planning and special projects. Keeps abreast of city events and issues. Must have strong technical and analytical skills.

DUTIES AND RESPONSIBILITIES:

1. Provides administrative support to the Mayor, Governing Body, and City Manager's senior staff. 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 with assistance from other staff.
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 the requester. Provides reminders, written copy of remarks, and materials needed for appointments or appearances.
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 staff person or provides requested information. Relays messages, makes appointments, or schedules meetings. Prepares proclamations and arranges presentation upon request, schedules personal appearances for the Governing Body, and other ceremonial duties in coordination with other staff.
4. Coordinates travel arrangements for Mayor, Governing Body, City Manager and City Manager's Office 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.
5. Coordinates arrangements for City Manager's Office staff to attend meetings/luncheons/dinners of Chamber, Convention & Visitors Bureau, Mid-America Regional Council and similar organizations.
6. Coordinates preparation and distribution of agendas for Finance, Administration and Economic Development Committee, the Overland Park Development Corporation and Committee of the Whole meetings. Reviews agenda and makes changes and corrections and assures compliance with open meetings laws.
7. 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.

8. Works with Department staff coordinators on new appointments/reappointments by Mayor to various city boards and commissions and maintains detailed records. Prepares documentation for new appointments, ensures accuracy of reappointment documentation from staff coordinators, responsible for placement of memos on City Council agendas, and mails letters to appointees advising of appointment.
9. Arranges details of Mayoral events such as the Volunteer Reception and the Mayor's tree-lighting ceremony, in conjunction with other staff. Schedules events with appropriate venues and makes menu selections; oversees updates from staff coordinators to boards, commissions, and committees to prepare mailing lists; prepares invitations and completes invitation mailing; tracks invitation responses; completes arrangements on day of event.
10. Coordinates seating chart and reservations; submits event invoices to departments, and preparation of thank-you messages from the Mayor for annual State of the City address.
11. Assists Mayor with the selection and purchase Mayor's ceremonial correspondence, such as an annual holiday card, oversees mailing with other staff. Must be able to draft and prepare Mayoral correspondence such as thank you notes, congratulatory notes, etc.
12. Provides staff assistance to City Manager's office on Drug and Alcoholism Council, prepares annual contracts between City and agencies receiving funds and coordinates execution of such contracts in accordance with Governing Body direction. Monitors receipt of signed contracts and periodic performance reports from agencies as required by contract. Ensures funds are disbursed to agencies as set forth in contracts.
13. Provides logistical support; 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.
14. Maintains applicable department files in accordance with retention policy.
15. Assists in the fixed asset management of the department.
16. Assists in emergency operations and incident management activities, as required.
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. 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.
19. 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.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Minimum of Associates degree, with courses in public or business administration or related field. Bachelor's degree preferred.

EXPERIENCE:

- Three to five years of progressively responsible administrative or office management experience is required; experience in municipal administrative work preferred.

SKILLS:

- Outstanding communication, interpersonal and organizational skills; able to communicate in a professional manner with the public, elected officials, professional staff, and business/community leaders.
- Basic math and accounting skills.
- Strong technical ability to use spreadsheets, word processing and other computer programs (to include: Microsoft Office Suite or Google Suite).
- Basic office technology operation.
- Attention to detail.
- Relationship building.
- Ability to exercise resourcefulness.
- Ability to understand municipal codes and regulations.
- Ability to use discretion, good judgement and problem solve.
- Knowledge of or ability to learn city practices, policies and procedures.
- Ability to lead or train others in working groups.

MENTAL REQUIREMENTS:

- Ability to assess situation and use judgement in responding.
- Ability to organize files and retrieve data effectively.
- Ability to work under distracting conditions (i.e. phone, interruptions).
- Ability to learn and understand PC software applications.
- Ability to work on several projects at once.
- Effective listening skills.
- Diplomacy and judgement.
- Carry out assignments through oral and written instructions.
- Alpha and numeric recognition.
- Logical reasoning.
- Ability to analyze problems and recommend possible solutions.
- Ability to train and guide others.
- Ability to recognize and protect confidential information.



PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer and peripheral equipment.
- Visual stamina and acuity adequate to review alpha and numeric data and spend extended periods looking at a computer screen.
- Ability to operate various office technology, including copier and multi-line telephone system.
- Ability to place and receive phone calls.
- 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.