

# Executive Assistant/Deputy Recorder

DEPT:	Office of the City Administrator	FLSA:	Non-Exempt
DIV:		EEOC:	Admin Support
DATE:	March 2019		



## POSITION SUMMARY

Performs a variety of **general administrative and technical clerical** duties as needed to expedite the administrative, secretarial or clerical functions of the administrative and recorder's offices. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the general supervision of the City Administrator, City Recorder and/or Mayor.

## SUPERVISION EXERCISED

May provide close to general supervision to clerical support staff on a project-by-project basis.

## ESSENTIAL FUNCTIONS

**Executive Assistant:** Provides general secretarial duties; prepares correspondence, memos and related communications for city administrator and mayor; takes notes, makes records and transcribes letters, memos, etc.; composes communications as requested; performs special projects, maintains records and files; may provide administrative support to assistant city administrator and city recorder; attends senior staff meetings; takes and transcribes minutes; maintains board and commission appointment schedules; may perform after-hours duties; attends board and commission meetings as needed, takes minutes, prepares agenda.

Types various reports and documents; reviews content for accuracy and completeness; makes grammatical and technical changes to content as needed; performs routine research and gathers data as needed to compile or complete reports as requested by city administrator or mayor or city recorder.

Assists in the coordination of special events; maintain calendar; schedules and coordinates meetings and appointments; appraises city administrator of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.; follows up on appointment schedules as needed to verify appointment and meeting commitments for executive personnel.

May assist with the preparation of city newsletter; gathers articles from departments and contributors; types, edits, print, distributes production to citizens in monthly utility billings.

Acts as "Youth Council" Advisor; plans and manages activities and budgets associated with program operations; assists with website maintenance and social media posts.

Assists with the administrative coordination and planning related "employee appreciation" and recognition programs; assists to coordinate special events.

**Deputy City Recorder:** Assists to organize, maintain and create records of Lehi City's ongoing events; assists in the preparation of ordinances and resolutions; processes requests for records access; conducts research and responds to telephone and in-person inquiries from the public.

Assists in the management of By-Laws, Articles of Incorporation, ordinances and other legal instruments.

Assists in planning and administering city and special elections, including, but not limited to the preparation of legal notices, preparing test decks and ballots, processing absent voter ballots, training personnel and volunteers, recording and distributing results.

Assumes the role of "City Recorder" as needed.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus two (2) years of specialized training in general office practices and procedures, computer operation and various software applications;

AND

B. Four (4) years of responsible experience related to above duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** general office maintenance and practices; filing systems (alpha and numeric), recording and filing procedures and methodologies; letter composition, grammar, spelling and punctuation; operation of word processor terminal; operation of standard office equipment; basic mathematics; basic accounting or bookkeeping; interpersonal communication skills and telephone etiquette; basic public relations.

**Considerable skill** in keyboarding and the operation of various personal computer programs and applications.

**Ability to** communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate computer programs (Microsoft Office, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Advanced computer knowledge.

Must be bondable.

Must be or become a Notary Public.

May be required to become a Certified Municipal Clerk (CMC)

4. Work Environment:

Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)