



**CITY OF EVANSTON**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D



**JOB OPPORTUNITY  
FOR ALL QUALIFIED INDIVIDUALS**

**Posting Date: April 21, 2008**

**Closing Date: May 9, 2008**

\*Applications received after the closing date will be considered if the position is not filled.

**Executive Assistant**  
City Manager's Office - **\$61,069 – 79,726**

**NATURE OF WORK**

This position reports directly to both Assistant City Managers. The individual in this position is responsible for planning, organizing, and directing the workflow within the City Manager's Office; including the directing, coordinating, and formulating for the efficient implementation of assigned goals and tasks. Major responsibilities include; providing executive level administrative assistance to the Assistant City Managers, coordinating activities with City departments, employees, officials, and the public; acting as backup for the City Manager's Assistant in his/her absence by coordinating the compilation of City Council meeting agendas, preparing notices, minutes, and memoranda for City Council and the City Manager, maintaining operating and confidential files of the City Manager's Office, and preparing payroll, purchasing, and related documents for smooth administrative operation of the City Manager's Office.

This individual will attend meetings and prepare minutes of those meetings; read and route and possibly respond to incoming mail; take dictation (directly or from recordings); transcribe data; draft correspondence; answer or route incoming calls; provide the public and constituents with requested available information; respond and resolve incoming complaints or refer callers to appropriate staff representatives for resolution or to schedule an appointment, meeting or other event; greet visitors; and provide other information and assistance as requested.

Individual must be able to exhibit strong team and customer orientation that reveals outstanding interpersonal skills and has track record of building and maintaining effective relationships with a diverse group of stakeholders. All persons served; the public, City officials, City clients, and fellow staff - must be given the most professional, courteous, and timely response to their requests and inquires, making every effort to meet each need and resolve each problem successfully.

**ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):**

This position requires exceptional communication skills as well as the ability to determine and implement the appropriate follow up action; strong interpersonal and problem-solving skills; the ability to work independently with minimum supervision as well as cooperatively with others, and to work well under pressure, and to respond flexibly and resourcefully to the workload; exercise excellent judgment to maintain confidentiality as well as the following:

- Assist the Assistant City Managers in coordinating questions and information with Department Directors and management staff, contact staff and others directly on behalf of the Assistant City Managers regarding a variety of complex issues including agenda items, contacts from officials, status updates, and other business related issues.
- Utilizing application software to prepare correspondence, reports, and other documents for the Assistant City Managers, in addition to preparing and responding to inquiry, and information retrieval.
- Have knowledge/ability to prioritize, organize, and delegate a variety of administrative tasks, municipal procedures, practices and policies, general office procedures.
- Answers phone calls, responds to questions; receives and distributes mail appropriately; greets visitors; provides appropriate assistance as needed including basic administrative support such as copying, file and record management, handling of correspondence, distribution of materials, scheduling meetings and meeting arrangements.
- Relays communications between Department Directors, functioning as a liaison between the Assistant City Managers and staff, providing information and clarifying directions.
- Research and prepare special projects for the Assistant City Managers and/or staff.
- Assist in the coordination of clerical staff training and development, monitoring workflow and assigning clerical responsibilities.
- Assist Assistant City Managers in the preparation and monitoring of the departmental operating budget.

**MINIMUM REQUIREMENTS OF WORK**

This position requires an Associates Degree; Bachelor's Degree in a related field preferred. Additionally, the position requires five to seven years progressively responsible secretarial and/or administrative experience, including office management requiring independence of action and problem-solving skills; or any combination of training and experience that provides the following knowledge, abilities and high-level skills:

- Excellent working skill and knowledge of computers; including networked files, word processing, spreadsheet, and database applications. Additionally, having the ability to learn and navigate within a Windows based operating system.
- Ability to transcribe dictated material completely and accurately.
- Ability to take sufficient notes at meetings from which to prepare an accurate record of events.
- Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization; and effectively communicate both verbally and in writing; the ability to compose letters, memos, reports, notices and other documents using proper formatting, appropriate grammar, spelling, construction and design;
- Ability to work independently without close supervision and work in a collaborative manner to accomplish the mission of the department;
- Ability to maintain confidential information in a mature and responsible manner;
- Ability to read, understand and interpret manuals, laws, ordinances, policies and procedures, statutes, rules, regulations, journals, newspapers, memos, letters, reports, guidelines;
- Ability to enter data, access, retrieve, and compile information from the computerized system and operate basic office equipment including; telephone, fax machine, personal computer, calculator, copy machine, computer printers, forms, etc.
- Demonstrate thorough knowledge of modern office practices and procedures and the use of modern office machines and equipment, including proficiency with Microsoft Office Windows packages including knowledge of Access, PowerPoint and Outlook.
- Working knowledge of business English, spelling, punctuation, as well as bookkeeping.
- Demonstrate and utilize excellent listening and customer service skills.

**PHYSICAL REQUIREMENTS OF WORK:**

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.

The ability to closely examine a computer screen or written reports – operating/observing office equipment for an hour or more at a time.

The employee is subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes.

There are no environmental hazards associated with this classification.

**SUPERVISION:**

Under the general direction of the Assistant City Managers, incumbent must be self-motivated and capable of initiating and developing tasks on a regular basis. Additionally, this position assists the Assistant City Managers in working with the Council and Department Directors. Work is assigned through the Assistant City Managers. Performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific projects assigned. Work is evaluated annually with respect to problem-solving ability, flexibility, customer service, written and verbal communication skills, and performance in accordance with this classification standard.

**PUBLIC CONTACT:**

The employee has regular and frequent contact with division and department employees, other City employees, and the general public and elected officials.

***\*This Position is Exempt from Civil Service\****

**SELECTION METHOD:**

Structured Oral Interview  
Qualifications Assessment

**TYPE OF ELIGIBLE LIST:**

**LIFE OF ELIGIBLE LIST:**

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*To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.*

***Send to: City of Evanston  
Department of Human Resources  
2100 Ridge Avenue  
Evanston, IL 60201-2798***

***Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.***

*The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).*