



## EMPLOYMENT OPPORTUNITY

<b>EXECUTIVE ASSISTANT</b>
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**Salary:** \$4966 - \$7017 Monthly  
**Job Type:** Full Time, Exempt  
**Department:** Town Manager  
**Benefits:** Full-Time Benefits Eligible

*\*Updated Position Description Pending Council Approval January 2023\**

### The Position

Under general supervision, provides varied, complex, and confidential office administrative and secretarial support primarily to the Town Manager; conducts projects and administers limited programs; performs technical support work related to the responsibilities of the Town Manager; and performs related work as required.

### Job Functions

- Provides office administrative support, transmits information to, and answers questions from the Town Manager.
- Effectively carry out all office administrative functions for the Town Manager's office.
- Maintains multiple calendars and coordinates the schedules of the Town Manager; makes travel arrangements as required.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for Town staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Provides a variety of support to the Town Manager's Department; may prepare and distribute agendas, attend meetings and prepare minutes, and follow-up on decisions as required.
- Organizes and maintains various administrative, confidential, reference, and follow-up files and records for the Town Manager (i.e., budgets, purchasing; updates resources materials).
- Attends to a variety of office administrative details, such as purchasing supplies, mail distribution, and arranging for equipment purchase and maintenance.
- Prepares detailed and often confidential correspondence, reports, resolutions, contracts, forms, invitations, budgets, financial reports, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- May direct, coordinate, and review the work of office support staff on a project or day-to-day basis; may train staff in work procedures.
- Performs other related duties as assigned.

### Qualifications

Equivalent to a high school diploma and five (5) years of responsible journey level clerical or secretarial experience with administrative duties such as typing, filing, calendar coordination, public relations, and project coordination tasks. Related college coursework may be substituted on a year-by-year basis for up to two years of required experience. Must be proficient in Word, Excel, Outlook, and PowerPoint. Previous experience in Municipal Government is strongly desired.

### Selection Process

A completed Town employment application is required. **Recruitment will close on November 28, 2022, at 5:30 p.m.** Application packages are available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or disability in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing when you submit your application. The Town of Apple Valley participates in the E-Verify program.