



## EMPLOYMENT OPPORTUNITY

### Executive Assistant

**Salary:** \$5,090 - \$7,192

**Job Type:** Full-Time, Exempt

**Department:** Town Manager

**Benefits:** Benefits Eligible

#### 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 Town Council; and performs related work as required.

#### Job Functions

- Provides office administrative support, transmits information to, and answers questions from the Mayor and Town Council.
- Ensures that all office administrative functions of the Town Manager's office are effectively carried out.
- Maintains multiple calendars and coordinates the schedules of the Town Manager as directed with those of members of the Council, representatives of other organizations, and the public; 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 Town commissions, committees, and/or task forces; may prepare and distribute agenda packets, 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's Office and the Town Council (i.e., budgets, purchasing); updates resources materials.
- Attends to a variety of office administrative details, such as purchasing supplies, arranging for equipment purchase and maintenance; attends meetings.
- Prepares detailed and often confidential correspondence, reports, resolutions, contracts, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, and compliance with departmental policies.
- Performs other duties as assigned.

#### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of responsible secretarial experience involving assisting executive management or a high-level official with administrative duties such as typing, filing, calendar coordination, public relations, and project coordination tasks. Must be proficient in Word, Excel, Outlook, and PowerPoint. Previous experience in Municipal Government is strongly desired.

**License:**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

**S e l e c t i o n   P r o c e s s**

A completed Town employment application is required by the close of recruitment on **Friday, June 2<sup>nd</sup>, 2023, at 4:30 pm**. An application package is 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 Attn: Human Resources. 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 handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.*