



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT TO THE ASSISTANT CITY ATTORNEY

Salary Range: \$68,916.24 to \$84,617.52 annually.

Benefits: Health, dental, vision, retirement and other competitive benefits.

Recruitment Opens: July 20, 2017.

Deadline to Apply: Open until Filled.

Civil Service Status: Unclassified (Job Code SS120)

THE POSITION

Under general direction of the Assistant City Attorney, the Executive Assistant to the Assistant City Attorney provides responsible, complex and highly confidential secretarial and administrative support to the Assistant City Attorney. This position requires great use of discretion, initiative and independent judgment. The Executive Assistant to the City Attorney must be able to interpret policies and procedures on a city-wide basis, complete special assignments of a complex nature which require research and follow-up and supervise assigned clerical staff. This position may occasionally respond to inquiries from the press. Responsibilities include ongoing contact with City Council members, government and agency officials, representatives of community and business organizations and all levels of City staff. This position requires the ability to work independently, set priorities, meet critical deadlines and handle multiple priorities with constant interruptions. The Executive Assistant may provide immediate, general or indirect supervision to subordinate staff. The work environment is fast-paced and deadline driven and may from time to time require the Executive Assistant to work after hours to support the Assistant City Attorney with meetings or other work. This classification is not governed by the Civil Service Rules and is exempt from the Fair Labor Standards Act. While the position is anticipated to offer long-term employment, the successful candidate will serve "at will" and may be released at any time. Currently there is one vacancy.

DUTIES

The Executive Assistant to the Assistant City Attorney performs a wide range of duties, including the following:

- Receives and screens visitors and telephone calls.
- Handles highly confidential information.
- Reads and distributes mail.
- Briefs the Assistant City Attorney on potentially sensitive or urgent matters.
- Assists the Assistant City Attorney in administrative duties by checking project status, relaying information and keeping abreast of pertinent activities.
- Serves as liaison between the Assistant City Attorney and City Administrator, Agency Directors, City officials, media and the public.
- Schedules appointments, maintains calendar and coordinates meeting and travel arrangements utilizing E-mail and the Internet.
- Types drafts and a wide variety of finished documents from notes, recording devices or brief written or oral instructions.

- Prepares information for meetings.
- Resolves problems and performs special assignments as required.
- Provides information which requires the use of judgment and the interpretation of policies and procedures.
- Provides executives with information regarding new administrative decisions, policies, activities and events.
- Develops and maintains complex and extensive files.
- Composes routine correspondence.
- Researches, compiles and summarizes a variety of informational materials.
- Provides follow-up and acquires information regarding inquiries and problems using knowledge of City services and programs.
- Organizes and coordinates work, sets priorities, and meets critical deadlines.
- Supervises assigned clerical staff.

REQUIREMENTS

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Completion of twelfth grade or the equivalent is required. Business, secretarial college or college course work is desirable.

Experience:

Two years of experience comparable to Executive Assistant in the City of Oakland or six years of increasingly responsible experience providing administrative and clerical support to an executive management level position.

The successful candidate must have the ability to work independently; simultaneously handle multiple priorities with constant interruptions; meet critical deadlines; understand the organization and operations of the City and outside agencies; exercise judgment, initiative, tact, courtesy and discretion in his or her work; plan organize and schedule priorities in the office; and communicate effectively orally and in writing. The successful candidate will have the ability to maintain effective work relationships with those contacted in the performance of required duties. Considerable knowledge of correct English usage, including spelling, grammar, punctuation, vocabulary and editing techniques is required. The Executive Assistant to the Assistant City Attorney is expected to have knowledge of office equipment and computer applications, and have experience in transcribing from recording equipment, preparing detailed minutes of official meetings, and supervising, training and evaluating clerical staff. In addition, the successful candidate will type accurately at 50 words per minute and be able to perform basic arithmetic and statistical calculations. Proficiency in Microsoft Office software including but not limited to, Word, Excel, Power point and Outlook are highly desirable. Bilingual skills in Cantonese, Mandarin, Spanish or Vietnamese are highly desirable.

**Executive Assistant to the Assistant City Attorney
Supplemental Questionnaire**

(Responses to both questions are required)

1. Please describe how your education and experience qualify you for a fast-paced, high demand and politically sensitive Executive Assistant position with the City of Oakland.
2. Please describe your experience in leading, directing, scheduling, reviewing and evaluating the work of assigned staff. Please include the duration of the assignment, the number of subordinates and your employer.

HOW TO APPLY

Submit an employment application, current résumé and Supplemental Questionnaire to:

**Jamie Smith
City of Oakland, Office of the City Attorney
One Frank H. Ogawa Plaza – 6th Floor
Oakland, CA 94612
Attention: Executive Assistant to the Assistant City Attorney**

This job announcement and additional employment information including the application form is available on-line at:

www.oaklandcityattorney.org

This is an at-will position, exempt from the City's Civil Service Rules

The City of Oakland is an Equal Opportunity / ADA employer

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