



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: EXECUTIVE ASSISTANT

BARGAINING UNIT: CIV MANAGEMENT **CODE NUMBER:** 0580

PAY RANGE CODE: 11.1 MC **REVISION DATE:** 2/4/16

NATURE OF WORK:

The work of this classification involves performing varied administrative and clerical duties, and requires knowledge of departmental procedures and policies, the ability to complete assignments without supervision, and the ability to take and transcribe minutes of meetings. An incumbent in this position exercises considerable independence in the performance of duties and responsibilities and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Meets and greets clients and visitors, provides information or supplies, and directs visitors to the conference room or proper staff.

Refers appropriate visitor inquiries to the Visitor Information Center.

Answers incoming calls by answering general questions, directing calls to proper staff or maintaining RSVPs.

Organizes and prioritizes information, including emails, phone calls, mail, and correspondence.

Conducts RSVP calls regarding attendance to meetings and schedules appointments as requested.

Opens and sorts incoming mail, posts outgoing mail, and assists in shipping packages.

Provides operational support, including filing, maintaining calendars, correspondence, report preparation, and completion of special projects.

Drafts, edits, and formats documents, handbooks, policies, memorandums of understanding, and requests for proposals.

Maintains appointment schedule and oversees travel arrangements for staff.

Provides meeting notices and information packets, coordinates venues, and records and distributes minutes for weekly staff meetings and other meetings.

Ensures the Executive Director/President has all necessary information and materials for meetings, speaking engagements, travel, and events.

Maintains up-to-date administrative files including contacts, Board of Directors and committee rosters, and City/County elected officials contact lists in Customer Relationship Management (CRM) database.

Coordinates attendance of elected officials, community leaders, and business leaders at various Omaha Visitors and Convention Bureau (OCVB) events.

Researches public policy, governmental affairs, destination marketing campaigns, destinations, and other information as requested.

Assists in the coordination of recruitment and interviews candidates for OCVB positions.

Establishes and maintains effective business relationships with representatives of Omaha hotels/motels and facilities including composing thank you notes and other follow-up correspondence.

Assists with expense reports and compiles and organizes receipts.

Assists in the development of funding requests and final reports to jurisdictions and funding agencies.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern office and clerical procedures and practices.

Knowledge of business English, spelling, and commercial mathematics.

Knowledge of departmental policies, procedures, and regulations.

Skill in taking notes or meeting minutes and transcribing them neatly and accurately.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to prioritize and manage multiple projects and responsibilities while meeting stringent deadlines.

Ability to compose correspondence, reports, and other documents.

Ability to exercise independent judgment in making decisions regarding departmental policies and procedures.

Ability to travel independently to domestic and international destinations via commercial airlines.

Ability to communicate effectively, orally and in writing.

Ability to maintain confidentiality.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees, members of the tourism industry, and members of the general public.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push and pull up to 25% of the time.

Ability to use up to thirty (30) pounds of force up to 25% of the time to move objects.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Six (6) years of professional experience in office administration, preferably in the hospitality industry.

OR

An equivalent combination of education and experience

SPECIAL REQUIREMENTS:

Must possess a valid motor vehicle operator's license from the time of appointment.

Must be available to work flexible hours, weekends, and holidays.

Must pass a typing test with a net accuracy rate of at least sixty-five (65) words per minute with 90% accuracy at the time of application.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer

Calculator

Copier

Telephone

Facsimile Machine

Printer

T.D.D. (Telecommunications Device for the Deaf)

Previous Revision Date(s):