



CITY OF KENT JOB OPENING

Executive Assistant to the City Manager

The City of Kent, Ohio seeks a candidate with advanced interpersonal leadership and strong communication skills to serve as the Executive Assistant to the City Manager on the City's leadership team. Work will be performed under the supervision of the City Manager and employee will complete specialized, complex projects as assigned. Qualified applicants must demonstrate the ability to analyze problems, recommend solutions, and make difficult decisions. Will also serve as a liaison with department heads.

The City seeks candidates with a bachelor's degree from an accredited college or university with course work in public administration, business administration, or a closely related field. Three (3) years of progressively responsible experience in public or private sector administrative work involving tasks similar to the previously described duties.

Pay range for the position is \$55,791 - \$71,134. Go to www.kentohio.org for complete job description. Please send cover letter and resume to Human Resources Manager, 320 S. Depeyster St., Kent, Ohio 44240, or email to stemnocks@kent-ohio.org. Deadline for submissions is March 31, 2017. EOE.



CITY OF KENT JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE CITY MANAGER

Department: Office of the City Manager
Non-Exempt, Unclassified

Reports to: City Manager
Updated: March 2017

SUMMARY DESCRIPTION

Serves as a key advisor to the City Manager in the development, implementation, and administration of administrative policies, procedures, and programs. Serves as a liaison between the City Manager's Office, citizens, and staff; facilitates an environment that encourages interdepartmental cooperation. This position requires strong analytical, administrative and interpersonal skills in managing assignments, projects and varied personalities. Frequently works independently on behalf of the City Manager. Requires initiative, independent judgement, and advanced coordinative skills to handle a wide range of work situations often involving highly sensitive or confidential information. Assists other departments on various levels with completion of projects or other work as necessary in order to facilitate their established goals/objectives as needed. Completes specialized, complex administrative and management analysis work in support to the City Manager, variety of special projects, and assists with the coordination of internal and external communication, marketing, and public information. Manages the office environment and provides highly responsible, professional, and complex administrative assistance to the City Manager.

ESSENTIAL FUNCTIONS

Maintains confidential personnel information on staff, including employee reviews. Prepares City Manager's payroll for authorization. Manages administrative interns in the City Manager's Office. Handles applications and regulations for public permits and licenses, including various special events, sales, and use of right-of-way permits. Performs general office manager duties such as ordering supplies and maintain petty cash receipts and reimbursements.

Prepares and monitors the City Manager's budget by reviewing expenditure reports and recommending adjustments. Prepares purchase orders for the City Manager's Office and assists in the approval of other departments' purchase orders. Supports in the preparation and review of the City budget and capital improvement program. Conducts fiscal analyses and makes recommendations related to local government revenue and expenditure issues.

Publicizes and promotes varied City programs, activities, and events using a variety of media such as newsletters, flyers, brochures, news releases, and other required materials in a clear, concise, and accurate language. Plans, develops, supervises, and oversees the execution of citywide community outreach, information and media programs including all of the City's websites maintained by the City Manager's Office. Creates a comprehensive social media strategy to increase communication to the public. Experiments with new and alternative ways to leverage social media activities by measuring its impact and monitoring trends. Manages the creation of digital signs for the City's main electronic billboard and works with Kent State University to plan and schedule messages.

Coordinates activities of the City Manager's Office with departments and divisions, particularly as it relates to the City Manager's Communication to City Council. Drafts and composes correspondences for the City Manager and represents the City Manager and the City's interests at various meetings.

Uses performance measurement techniques to evaluate the activities of any department as instructed by the City Manager. Conducts, coordinates, and reviews studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager.

Serves as staff to a variety of boards, commissions, and committees, including Board of Control and the Traffic, Engineering & Safety Committee; prepares and presents staff agendas, minutes, and other necessary correspondences. Coordinates activities of the City Manager's Office with departments, divisions, and other outside agencies, including staff meetings.

Serves as an information source regarding City policies, procedures, programs, and objectives; interprets regulations and requirements to the general public and gives out information where independent judgement, knowledge, and interpretation are utilized. Investigates and follow-ups on specific requests pertaining to various governmental activities. Manages use of online citizen center among staff to timely answer questions and requests; while updating and maintaining system along with annual use reporting.

Maintains public records and develops reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required. Prepare a variety of complex correspondences, memoranda, and administrative staff reports. Negotiates and administers agreements and contracts as assigned; coordinates work with vendors, consultants, and other outside interest groups.

WORKING CONDITIONS

The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movements and fine coordination; and to travel to other locations using modes of private and commercial transportation. May be required to work evening and/or weekend hours in addition to a regular forty (40) hour work week.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Must be able to prioritize and manage multiple projects simultaneously; ability to perform self-directed work with little or no supervision; must have solid decision-making abilities to suggest, interpret, and deliver policy directives; must possess excellent written and verbal communication skills; demonstrate knowledge and proficiency in the use of the English language; must be able to establish effective working relationships with coworkers, City officials, and the public; must understand and carry out written and oral instructions; to read and interpret information; and to exercise tact and discretion when dealing with confidential matters and the public. Must possess skills to include proficiency in the use of a personal computer and software applications in the Windows operating system, including Word processing, Excel spreadsheets, and data management programs; mathematical skills to indicate high school level or equivalent competency; and organizational skills

to include the ability to coordinate daily office activities, and to perform multiple tasks simultaneously. Ability to develop a working knowledge of City geography and must be able to learn standard operating procedures as well as new procedures as they are developed. Must be willing to take on additional duties as assigned.

NECESSARY EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree from an accredited college or university with course work in public administration, business administration, or a closely related field. Three (3) years of progressively responsible experience in public or private sector administrative work involving tasks similar to the previously described duties.

SPECIAL REQUIREMENTS

Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignments to the position.

The job description does not constitute an employee contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as a covered veteran in accordance with applicable federal, state, and local laws.