

RESOLUTION NO. 13-2018

Adopting a Job Description for Executive Assistant to the City Manager/City Clerk and Amending the Staffing Chart to Accommodate Said Position

WHEREAS, City Council wishes to adopt a job description for the unclassified position of Executive Assistant to the City Manager/City Clerk; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 74-2017 establishing the 2018 Staffing Chart of the City of Worthington to delete the positions of Secretary to the City Manager and City Clerk and to add the position of Executive Assistant to the City Manager/City Clerk;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Executive Assistant to the City Manager/City Clerk (Class Specification No. 248) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2018 Staffing Chart of the City of Worthington by deleting the positions of Secretary to the City Manager and City Clerk and adding the position of Executive Assistant to the City Manager/City Clerk effective upon adoption and publication of Ordinance No. 09-2018;

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted March 5, 2018

/s/ Bonnie D. Michael  
President of Council

Attest

/s/ D. Kay Thress  
Clerk of Council

**CITY OF WORTHINGTON**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Executive Assistant to the City Manager/City Clerk	<b>CLASS:</b> 248
Department: Administration	Title Originated: 2018
Date: March 5, 2018	
Reports To: City Manager	Updated:

**General Statement of Duties**

Under the direction of the City Manager, the Executive Assistant to the City Manager/City Clerk is responsible for the performance of executive secretarial and administrative duties and serves as Clerk of Council. This work requires a broad knowledge of City operations, frequent contact with high level officials, and considerable judgment and tact in handling diverse situations. This position requires that confidentiality be maintained as appropriate. This position also provides administrative support to the Assistant City Manager.

**Essential Functions of the Position:**

Performs clerical and administrative duties including, but not limited to, greeting office visitors, answering questions, typing, filing, and answering incoming calls;

Serves as Clerk of Council;

Responds to inquiries from public officials, City staff, and the general public, and refers, when necessary, to appropriate persons;

Prepares correspondence, reports, memoranda, and other documents for the City Manager and Assistant City Manager;

Prepares meeting materials for City Council, in consultation with the City Manager and Assistant City Manager;

Properly advertises and notices public meetings;

Manages the City Manager's and the Assistant City Manager's schedule and correspondence as directed;

Ensures that contacts and other documents requiring the City Manager's signature are signed and distributed to the appropriate parties;

Coordinates and oversees the City's records and records management procedures;

Schedules and coordinates meetings and appointments;

Issues permits and licenses;

Maintains files and records;

Prepares meeting minutes as required;

Maintains records of cemetery deeds;

May serve as Deputy Court Clerk as required; and,

Attends meetings and takes notes/minutes as required.

### **Desired Knowledge, Skills and Abilities:**

Ability to exercise initiative, independent judgment, tact and courtesy;

Knowledge of the organization and functions of municipal government;

Experience with personal computers and software applications as used in office settings;

Ability to maintain, type, and file reports;

Ability to operate standard office equipment and multi-line telephone system;

Ability to maintain effective relationships with public officials, City staff and the public at large;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Experience with office practices and procedures, basic bookkeeping and business English;

Experience with public records management;

Ability to track and meet deadlines;

Ability to work some flexible hours including evenings and weekends as necessary and scheduled.

## **Minimum Requirements of the Position**

Associates Degree with at least 4 years experience providing administrative support at an executive level required. Education or training in secretarial science, computer applications, and college level course work preferred.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 13-2018; Effective April 11, 2018