

MEMORANDUM

To: All Department Heads / Division Managers

From: Terry Fornash, Human Resources Coordinator

Date: July 1, 2021

Re: Executive Assistant to the City Manager Position

This is a full time position with a salary commensurate with experience includes full benefits. This position is an Executive Assistant to the City Manager. This is an clerical position that involves the administrative support to the City Manager. Receives limited supervision and reports directly to the City Manager. Should any City of Newport employee be qualified and interested please contact Terry Fornash @ 655-6349 or (ext. 6349). Deadline date is Friday, July 30, 2021.

OFFICE OF THE CITY MANAGER EXECUTIVE ASSISTANT TO THE CITY MANAGER

CHARACTERISTICS OF THE POSITION: The primary responsibilities are to aid and to assist the City Manager with performing clerical duties requiring considerable initiative, independent judgment, professional discretion and the ability to coordinate multiple assignments and special projects within established deadlines.

ESSENTIAL FUNCTIONS:

- Act as a liaison and representative for the City Manager and Board of Commissioners with internal and/or external organizations, entities and individuals;
- Maintain a high degree of confidentiality while working with sensitive and confidential written and/or verbal communications ensuring that daily functions are carried out efficiently and professionally;
- Oversee affairs for the office of the City Manager including distribution of mail, payroll, travel arrangements, filing, leave requests, record keeping, receiving incoming calls, receiving visitors, meeting preparation, answering emails, fielding complaints and scheduling planning and coordinating meetings;
- Draft and/or type, format, edit, revise, proofread and print a variety of documents and correspondence; including reports, forms, presentations, proclamations, technical and statistical charts and tables, mailing lists, spreadsheets, forms, and brochures, using appropriate technology, including social media;
- Utilize various financial, spreadsheet, word processing, web based, statistical, and related software;
- Provide support directly to the City Manager by serving as a liaison on major projects; expediting resolution of certain matters in the City Manager's Office and providing special research, reporting and support to the City Manager;

- Assist in the formation of meeting packets and agendas;
- Develop and present proactive, innovative ideas to promote City issues;
- Conduct Federal, State and Local grant reporting, including preparation of bid documents, ensuring compliance with standard operating procedures, federal and state regulations, and legal guidelines;
- Assist in development of annual Goals and ensure projects continue to progress; and assist in development City's Annual Report;
- Create and implement programs for dissemination of information and transparency to assure that the City's key messages reach the public; monitors regional sources, assesses value and impact of information, and develops strategies and action plans;
- Plan, develop and manage multimedia communication projects, including maintaining the City of Newport website;
- Prepare and monitor calendar of all City functions and meetings;
- Provide public information and promote public awareness of City programs;
- Assist the Office of the City Manager in coordinating, organizing and promoting special events;
- Assist with the development of surveys for internal and external customer and citizen input;
- Assist with the development of internal and external City communications, including newsletters, brochures, website, advertising and press releases;
- Responsible for the appearance of City print and electronic resource, including use of letterhead, logo, and brochures; along with the standardization of the City's brand guidelines and standards for City typography and for the look, style, and design of City communications;
- Maintain an archive of press material relating to the City;

ADDITIONAL JOB DUTIES:

- Appears for work and completes assigned tasks within prescribed periods of time.
- Works in a safe manner, observing all safety rules, and poses no significant risk to the health and safety of others.
- Assist with procurement, including development and acceptance of RFP/RFQ Documents, ensure compliance with local and state procurement codes;
- Provides back up support to the Office of the City Manager staff;
- Acts as the Deputy City Clerk as needed;
- Performs additional duties as required by the City Manager:

DESIRABLE TRAINING AND EXPERIENCE:

- Five to seven years of progressively responsible administrative or communication support experience or equivalent combination of education and experience.
- Or any combination of education, training and experience, which provides the necessary knowledge, skills and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Demonstrated experience in sound decision making, diverse problem-solving methods and proven interpersonal communication techniques;
- Proficiency in MS Office products, including advanced calculations in Microsoft excel and scheduling with Microsoft Outlook and Teams;
- Proficiency in social media including Facebook and YouTube, and virtual meeting software including Microsoft Teams and Zoom;
- Must have the ability to Multi-task;
- Ability to establish and maintain effective working relationships with other governments and agencies, City staff and general public;
- Seeks out opportunities to learn & grow through feedback;
- Ability to use modern office equipment such as: personal computer, photocopier, dictation equipment and/or transcription equipment, etc;
- Ability to communicate effectively, orally and in writing;
- Ability to conduct and maintain good public relations, detail-oriented;
- Good organizational, communication and customer service skills.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain, a valid vehicle operator's license;
- Must be bondable.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to communicate effectively and prepare reports requiring writing, reading, mental reasoning and interpretation;
- Ability to operate modern business machines such as: personal computer, photocopier, dictation equipment and/or transcription equipment, typically using hands and fingers;
- Ability to lift 20-25 pounds as required;
- Work is typically performed in an office setting at a desk or a table with intermittent standing or stooping in a potentially high stress environment.