



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: Edward Lavalley, City Manager  **E-SIGN:**

FROM: Edward Lavalley, City Manager

DEPARTMENT: City Manager's Office

DATE: June 20, 2023

MEETING DATE: June 27, 2023

SUBJECT / TOPIC: Executive Assistant Job Description

BACKGROUND INFORMATION:

The City's recent experiences with the activation and operation of the Emergency Operations Center (EOC) demonstrated that we would benefit from an improvement in the coordination of logistics. The logistics function includes the pre-planning, stockpiling, distribution, monitoring and documenting the use of personnel, supplies and materials. The function also includes the assurance of efficient lines of communication among internal departments and divisions, and with external partnering organizations. To improve the logistics function for EOC operations, subject to Council support, the position of Executive Assistant to the City Manager will be expanded to add the tasks associated with logistics coordination. Details of the specific tasks is included in the amended job description (attached). Council support of this operational change in the scope of work for the Executive Assistant is requested.

SUPPORTS STRATEGIC PLAN: Goal Two: Provide Efficient, Responsive Government with High Quality Services

COUNCIL ACTION REQUESTED: For Council Adoption by Motion

Yes N/A

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | City Attorney Reviewed/Approval |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Risk Management Review |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Finance Department Review/Approval |
| | | Funds Availability (account number): |

City of Venice, Florida Classification Description

Classification Title: Executive Assistant

Department: City Manager's Office

Pay Grade: (Non-Bargaining) Grade 503

FLSA Status: Exempt

General Statement of Job

Provides highly responsible administrative support to the City Manager.

City Expectations:

Certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Schedules appointments for the City Manager and maintains a calendar of meetings and events. Coordinates activities with other departments, the public and outside agencies.
2. Serves as the initial contact for the City Manager's Office. Receives and screens visitors and telephone calls.
3. Routinely works with sensitive information; requiring a high degree of integrity and self-discipline to preserve confidentiality.
4. Accurately and legibility generates correspondence, reports and other required documentation for the City Manager.
5. Coordinates, processes and monitors the administrative functions of the department including budget, records, purchasing, payroll, and supplies.
6. Maintains and follows up with department directors regarding assignments with due dates, keeping City Manager apprised of potential problem areas.
7. Attends meetings and workshops as assigned by the City Manager; notes critical information and data for the City Manager; and monitors progress toward completion.

8. Performs special project requests for the City Manager's Office, as required.
9. Evaluates and makes recommendations to enhance and streamline existing city administrative processes.
10. Performs the role of Logistics Coordinator for the City:
 - Through regular communication with all departments, coordinates the preparation, state-of-readiness, and supply status for response to emergency conditions, including natural disasters and other conditions warranting the activation of the Emergency Operations Center (EOC).
 - Regularly meets with department-level logistics officers to update emergency communication links, personnel contact lists, and status of response capability.
 - Engages in training to refine emergency response protocols; disseminates relevant emergency operations information to department-level logistics officers.
 - Maintains citywide inventory of equipment, supplies, emergency materials, and operating condition of city resources in preparation for EOC activation.
 - In activation of EOC, coordinates the acquisition, assembly, disbursement, and monitoring of supplies and materials throughout the activation period.
 - Responsible for post-event assessment of logistics support during emergency operations; provides assessments, and recommended strategies for enhanced service delivery and related efficiencies

Responsibilities:

Responsible for providing efficient and effective complex administrative support; ensuring high standards and quality public relations for the city. Responsible in work to the City Manager or designee.

Minimum Education and Training

Bachelor degree in Business Administration or related field with five (5) years progressively, responsible administrative experience preferably in the public sector; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of organizational procedures and operations. Must be able to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to prioritize and complete multiple tasks, handle the pressure of deadlines, and analyze data and prepare reports. Capable of interacting with the public in a professional, respectful manner and deal with difficult people with courtesy and self-control. Possess excellent listening, speaking and writing skills to provide accurate and appropriate explanation, information and responses to inquiries from citizens, the media and others interested in City activities. Ability to establish and maintain effective working relationships with co-workers and department directors; and interact

daily with elected officials, government administrators and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of the Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with CentralSquare Software applications based on an iSeries system is preferred. Working knowledge of current versions of Internet browsers and Microsoft Outlook is also highly recommended. Ability to learn specific computer applications used in the Department.

Physical Requirements:

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, papers, etc. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is primarily performed in an office environment. May be required to work outside in all types of weather in carrying out duties as the City's disaster relief liaison. Expected to be available for emergencies beyond regular operating hours if required.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.