



JOB OPENING

Executive Assistant

(Housing & Neighborhood Development)

This is a non-Civil Service position.

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with City of Knoxville Rules and Regulations.

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

Please send resumes to:

Kevin DuBose at kdubose@knoxvilletn.gov

JOB DESCRIPTION

GENERAL DESCRIPTION

Under administrative direction, performs complex, responsible, and confidential executive assistant duties; responsible for office management and general administrative duties with the primary emphasis on relieving supervisor(s) of administrative details; may directly supervise or assist in the supervision of other employees.

ESSENTIAL FUNCTIONS

Performs a variety of administrative tasks for the supervisor including organizing calendars, screening visitors and telephone calls, making travel arrangements, answering routine questions and correspondence, accumulating information for reply to requests by correspondence, and/or telephone.

Functions as the departmental payroll clerk whose duties include employee notification, entering additional expenses (ex.travel), payroll submittal, and checking requested leave for validity.

Issues payment requests to accounts payable for processing.

Types correspondence, reports, forms, contracts, bulletins, manuals, narratives, and other documents and related office material which frequently require a familiarity with technical terminology. On personal initiative, composes and types correspondence for supervisor's signature from general instructions or marginal notes.

Schedules conferences and meetings, contacting individuals to participate; assuring time convenient for all those involved; arranging time changes to facilitate all participants; arranging meeting facilities, transportation for guest participants and/or speakers; taking minutes of the meeting/conference; transcribing minutes and assuring appropriate personnel receive copies.

Maintains and organizes the office files (including confidential files); assures proper security measures are followed concerning confidential files and material.

Assists the supervisor in planning and analyzing specific office problems affecting operations.

MARGINAL FUNCTIONS

Issues purchase requisitions for hardware, software, other technical equipment and associated maintenance.

Requests quotes from vendors for price comparison for smaller purchases.

Coordinates with the receiving personnel to ensure items are received correctly.

Coordinates or supervises the clerical operation of the office; directs the clerical staff on policies and procedures.

Gathers and computes information for the supervisor on special assignments or regular reports, and budgets. This may include working up expected budget expenditures for a particular budget period (personnel services, equipment, supplies, ancillary costs).

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices and procedures.

Knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook)

Knowledge of proper English usage, grammar, spelling, punctuation, etc.

Knowledge of filing systems and methods of data cross-reference.

Knowledge of format and content of technical reports.

Knowledge of research techniques.

Ability to type and transcribe accurately and neatly; to set up tabular matter neatly and correctly; and to make corrections neatly.

Ability to deal courteously with people.

Ability to communicate effectively--both orally and in writing.

Ability to isolate deficiencies and clerical errors in office correspondence and documents.

Ability to obtain an understanding of the organization, programs, and procedures related to the work of the supervisor or office unit.

Ability to supervise the work of others.

Ability to establish and maintain effective working relationships with the public and coworkers.

Ability to evaluate situations and make decisions.

Ability to compile and edit for pertinence a wide variety of statistical and narrative material.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent, including or supplemented by college coursework or training.
One year of progressively responsible experience as an administrative assistant, office manager, or equivalent.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

Drug testing may be required.