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Title: Action on Revised Job Description for Executive Assistant

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Attachments: 1. Job Description for Executive Assistant

Date	Ver.	Action By	Action	Result
9/18/2018	1	City Council and Authorities Concurrent	Approved	

REPORT TO COUNCIL

SUBJECT

Action on Revised Job Description for Executive Assistant

BACKGROUND

The Executive Assistant position is a management position in the City’s unclassified service that currently serves the Office of the Mayor and City Council. The job description has been revised so the classification may be used for the Offices of the Mayor and City Council, City Manager, and City Attorney.

City Council approval of the modification of the Job Specification (Description) is required under Section 5 of the Personnel and Salary Resolution.

DISCUSSION

The Executive Assistant job description has been revised to codify the current use of this classification and to formalize the use of the classification to be utilized in the Offices of the Mayor and City Council, City Manager, and City Attorney. This report recommends changes to the job description to better align it with the needs of all three offices, as this classification is already in use by these three offices.

This is a management position responsible for providing responsible, confidential, administrative support services for the Mayor and City Council, City Manager, and City Attorney. The position must be able to handle non-partisan confidential matters with a high level of judgment, and requires daily contact with a cross-section of high level government, community, and public and private officials, as well as individual members of the community.

Key changes include expanding the applicability of this position to the Office of the City Manager and Office of the City Attorney. The incumbent will need to be able to handle frequent contact with

government officials and citizens, and perform varied confidential administrative duties. Additional sections were also added to include specific duties, knowledge, and abilities the incumbent for the Office of the City Attorney would need to have, such as drafting legal documents.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to the City in approving the revised job descriptions. The Executive Assistant position salary range remains the same and the position is currently budgeted for all three departments.

COORDINATION

This report has been coordinated with the City Manager’s Office.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City’s website and in the City Clerk’s Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk’s Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve the revised job description for Executive Assistant.

Reviewed by: Julia Hill, Assistant Director, Human Resources

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Job Description for Executive Assistant