

**CITY OF VALLEY CITY, NORTH DAKOTA
EXECUTIVE OPERATIONS COORDINATOR
JOB DESCRIPTION**

Title: Executive Assistant

Department: City Hall

Reports To: City Administrator

Supervisory Position: No

Date: 06/18/2024

Status: Non-exempt

Class Grade: B-22

POSITION OBJECTIVE and PURPOSE:

The Executive Operations Coordinator provides essential duties for the Chief Executive Officer of the City and other upper-level executives, including the City Attorney, and otherwise contributes to the efficient operation of city government. This position requires a proactive approach, strong organizational skills and attention to detail, and the ability to multitask effectively in a dynamic environment. The Executive Operations Coordinator works closely with executive and other staff members to ensure the smooth flow of information and activities within City Hall.

ESSENTIAL DUTIES:

1. Executive Coordination: Oversees day-to-day operations of the highest-level executive officers, including managing calendars, scheduling appointments, and coordinating meetings and events. Works closely and effectively with the executive officers to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Operates with a clear understanding of the breadth of projects within the purview of the executive officers.
2. Report writing, Project Assistance, Correspondence and Communication: Conducts research; analyzes documents; compiles data; and drafts, edits, and proofreads correspondence, reports, and other documents on behalf of executive officers. Helps track project milestones, deadlines, and budgets to ensure successful completion. Serves as the primary point of contact for internal and external inquiries to executive officers, and directs them to the appropriate officers and staff members as needed. Streamlines the flow of information to and from executive officers, including handling of sensitive, confidential, and non-routine information. Provides assistance in resolving complaints, requests, and inquiries.
3. Records Management: Maintains organized and up-to-date files, records, and databases, ensuring accuracy and confidentiality. Assists with document management, including scanning, filing, and archiving documents as necessary. Organizes, tracks, maintains, and safeguards (via archiving) all files and correspondence related to city executive offices. Assists with archiving governance, including, but not limited to, minutes, resolutions, agendas, historical Board information, approved policies and activities in accordance with bylaws, procedures, and record retention policies. Assists with archiving City Planning and Zoning and

other land records. Ensures materials are available internally and externally as appropriate. Creates and maintains permanent documentation of projects, data, and software related to this position.

4. Meeting Coordination: Assists in the planning, preparation, and execution of meetings, including arranging logistics, preparing agendas and materials, and taking meeting minutes attended by executive officers. Follows up on executive officer action items and deadlines to ensure timely completion of tasks.
5. Office Management: Maintains executive office supplies inventory and places orders as needed. Assists with executive office equipment maintenance and troubleshooting. Coordinates office logistics, including mail distribution, package deliveries, and office cleanliness.
6. Collaboration and Teamwork: Collaborates with colleagues across departments to facilitate effective communication and coordination. Builds positive working relationships with internal and external stakeholders to support the goals and objectives of city government. Represents City on committees, tasks forces, and at conferences, when requested.
7. Public Information Support: Acts as social media administrator. Creates and monitors social media and other public messaging on behalf of executive officers.
8. Legal Support: Assists in preparing legal notices (special assessment, public hearing, election notices and etc.) for publication; determines what information requires publication and when such notices should be published. Assists City Attorney in preparing and tracking resolutions, ordinances, contracts, and municipal court documents.
9. Continuing Education: Keeps abreast of relevant professional, municipal, and public policy developments.
10. Performs other duties as assigned to maintain functionality of city government.

WORK SCHEDULE:

The position is full time, with a standard work schedule from Monday to Friday, 8:00 AM to 5:00 PM, including a one-hour lunch break. Occasional overtime may be required during emergencies, peak periods, or for special projects. Attendance at City Commission meetings is required. Regular meetings are held at 5:00 PM on the first and third Tuesday of each month, and special meetings are held as needed. Flex time will be approved in lieu of overtime when possible.

EDUCATION and EXPERIENCE:

- Associate's degree in business administration, public administration, or related field; bachelor's degree preferred; four or more years of increasing responsibility in related profession, preferably with a public agency, municipality, or other political

subdivision. An appropriate equivalent combination of education and experience, as determined by the City Administrator, may be considered.

MINIMUM QUALIFICATIONS:

- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Strong organizational skills with attention to detail and accuracy.
- Excellent written and verbal communication skills, with the ability to interact professionally with diverse stakeholders.
- Ability to prioritize tasks, manage time effectively, and work independently with minimal supervision.
- Discretion and integrity in handling confidential information and sensitive matters.
- Prioritizing and handling several projects at a time.
- Creating and maintaining accurate files and spreadsheets.
- Basic mathematical, researching and record keeping abilities.
- Ability to use office equipment such as fax, copier and telephone.
- Ability to file, keyboard and write concise memos and reports.

PHYSICAL REQUIREMENTS:

Position requires sitting, standing, repetitive motions, reaching, walking, fingering, talking, seeing and hearing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Majority of work is sedentary and performed in an office environment.