

*Executive Administrative Assistant to the City Manager – City of Port Aransas,  
Texas*

**Job Title:** Assistant City Manager  
**Department:** Administration  
**Reports To:** City Manager  
**FLSA Status:** Non-exempt  
**Prepared By:** Personnel Director  
**Salary/Grade:** 21  
**Date:** 6/28/21  
**Approved By:** David Parsons, City Manager  
**Approved Date:**

**Summary:** Keeps records and executes administrative policies determined by the City Manager in conjunction with secretarial duties by performing the following duties. Serves as supervisor to the RTA bus and trolley drivers, the receptionist, Airport Manager, and Program Administrator for Meals on Wheels Program.

**Essential Duties and Responsibilities include the following:**

*This list is illustrative only, and is not a comprehensive listing of all functions and duties performed by and/or under this position.*

- \*Serves as administrative assistant to City Manager and Mayor.
- \*Maintains City Manager's calendar and schedules appointments.
- \*Prepares newspaper advertisements of vacancies of Board and Commissions.
- \*Serves as Staff Representative to the Airport Advisory Board, attends meetings, takes notes, responds to board inquiries, and prepares minutes. Serves as Airport Supervisor, invoices/monitors hangars, vehicle parking and reserved spaces, fuel sales/orders.
- \*Serves as Program Administrator for Meals on Wheels, maintains records and submits monthly report.
- \*RTA Program Administrator, maintains daily log, vehicle maintenance, weekly/monthly reports for reimbursement.
- \*Answers incoming calls and correspondence and responds independently when possible. Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- \*Prepares records such as agenda, notices, ordinances, and resolutions for meetings.
- \*Composes and prepares correspondence, reports, and other complex documents.
- \*Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings.
- \* Needs to be proficient in electronic recording equipment, standard office equipment, Adobe, Excel, Power Point, and MS Word.

**Supervisory Responsibilities:** Directly supervises seven employees in the Services Department (RTA Bus & Trolley Drivers, Receptionist and Airport Manager). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving

problems.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies-

- Municipal operations and policy administration.
- Legislative process.
- Leadership development methods, practices, and principals.
- Contract negotiation practices and methods.
- Supervisory principles and principals.
- *Customer Service* - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance.
- *Interpersonal Skills* – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- *Leadership* – Exhibits confidence in self and others; Accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; Exhibits sound and accurate judgment;
- *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; Completes work in timely manner.
- *Adaptability* - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; Takes responsibility for own actions.
- *Initiative* - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** One year certificate from college or technical school; or three years related experience and/or training; or equivalent combination of education and experience. Basic office skills; good

telephone etiquette; typing and computer skills preferred.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** To perform the job successfully, an individual should have knowledge of internet software and word processing software.

**Certificates, Licenses, Registrations:** Valid Texas Driver License in good standing.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is occasionally exposed to outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually quiet.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_