



JOB DESCRIPTION

Job Title:	Executive Assistant to the City Manager
Department:	Administration
Reports To:	City Manager
FLSA Status:	Non-Exempt
Supervision Exercised:	None
Prepared By:	Human Resources Director & Human Resources Technician
Approved By:	Human Resources Director & City Manager
Revised Date:	2/2025
Salary:	\$47,978/yr (\$23.07/hr.) – \$68,968/yr (\$33.16/hr.)

Summary:

Provides executive assistance to the City Manager, while aiding both the City Manager and other departments with special projects. Creates, expands and supports a social media presence for the City of Craig, particularly to disperse and receive crucial information to and from the public in a variety of ways.

Essential Duties and Responsibilities:

Provides administrative support services to the City Manager. Provides support for several departments within the city in the facilitation and coordination of projects for the City Manager. Maintains the City Manager's schedule, including answering questions from internal and external stakeholders. Schedules use of conference rooms for the staff and the public. Handles inquiries and questions and offers some problem resolution. Investigate and coordinates procurements of goods and services organization wide to maximize volume purchasing. Ensures purchases, bids, and contracts comply with the procurement policy.

Works closely with the City Manager and others to develop social media initiatives to help achieve different goals. Responsible for content oversight and daily management of the city's online marketing and social media initiatives. Create processes for tracking, evaluating and troubleshooting to determine the success of our social media presence and initiatives. Establish goals through meeting with Staff, citizens and others who may be directly or indirectly involved with our social media accounts.

Note: The essential duties and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

Knowledge, Skills, and Abilities:

Excellent organizational skills. Excellent written and oral communication skills. Excellent interpersonal skills with the ability to interact with various departments of the City. Strong public relations skills. Ability to work under pressure to meet deadlines. Ability to be cooperative. Ability to plan, prioritize and coordinate multiple projects. Ability to gather, analyze, and evaluate a variety of data for various applications. Manage multiple assignments and meet deadlines. Ability to gauge situations and know when to advocate for City goals. The ability to always act in the City's best interests. Ability to implement decisions from the City Manager and Elected Officials.

Education, Experience and Training:

High School diploma or equivalent with at least three years of executive assistant experience are required. An equivalent combination of experience and training which provides the required knowledge, skills and abilities can be substituted for the education and experience requirements.

Bachelor's degree in English, Public or Business Administration, or related field is preferred. Work experience in a government agency is preferred.

Licenses/Certification

Valid Colorado Driver License and satisfactory driving record required.

Physical Demands:

While performing the duties of this job, the employee is regularly required to read, speak, 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; walk and stoop, kneel, crouch, or crawl. 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, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure. May be required to attend some evening meetings or workshops.

Special requirements

Subject to pre-employment drug, motor vehicle, and background check.