

**CITY OF ESCANABA  
JOB OPENING  
EXECUTIVE ASSISTANT**

The City of Escanaba is seeking qualified applicants for the position of Executive Assistant. This position is under the direct supervision of the City Manager and general supervision of the Human Resource Director, and is responsible for clerical and administrative support to the City Manager's Office and the City's Human Resource Department. Job duties include scheduling meetings and appointments, making travel arrangements, receiving visitors, answering calls, transcription, preparing agendas and notices, media releases, newsletters, meeting minutes, preparation of correspondence, responding to Citizen inquiries, OSHA/MIOSHA compliance, FMLA compliance, job postings, on-boarding and assisting employees with human resource matters.

The position requires a two-year degree in office administration, secretarial sciences or related field and 5 years office administration experience. Prior experience as an Executive Assistant and/or a Human Resource background is highly desirable. The holder of this position will be required to become a notary public. The successful candidate must have strong computer skills and be well versed in the Microsoft Office Suite of software. In addition, the successful candidate must possess exceptional written and oral communication skills and must be well versed in English grammar and composition. A strong appreciation for confidentiality and office decorum is a must.

Residency within 20 radius miles of the Escanaba City limits is required. Applicants must submit a resume and letter of interest via e-mail to [hr@escanaba.org](mailto:hr@escanaba.org), with "Executive Assistant" as the subject. Before applying, applicants are required to review the complete job description at <http://www.escanaba.org>. The deadline for submissions is Friday, June 1, 2018, at 4:00 p.m. The City of Escanaba is offering a competitive salary and benefits package including health insurance, paid time off, and retirement plan.

The City of Escanaba is an Equal Opportunity Employer

**CITY OF ESCANABA  
JOB DESCRIPTION**

**EXECUTIVE ASSISTANT  
CITY MANAGER AND HUMAN RESOURCE OFFICES**

**Title:** Executive Assistant

**Classification:** Non-Union, Full-Time, Non-Exempt, At Will

**Department:** Administration

**Reports to:** City Manager

**Supervised by:** City Manager and Human Resource Manager

**Revision Date:** May 8, 2018

**GENERAL PURPOSE**

The Executive Assistant provides administrative and clerical support to the City Manager's Office and also serves as the City's Human Resource Assistant. In addition, the position oversees the City Hall building custodial services contract.

**SUPERVISION RECEIVED**

Work is performed under the direction of the City Manager and Human Resources Director.

**SUPERVISION EXERCISED**

The position supervises building cleaning and maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following are examples of duties typically assigned to the Executive Assistant. The following list does not include all duties which the Executive Assistant may be expected to perform.

1. Keep accurate schedules of events and appointments, and keep others apprised of such items.
2. Answer incoming calls to City Hall, and direct telephone traffic to appropriate parties.
3. Receive, and respond to citizen inquiries and complaints via e-mail, telephone, social media and other resources.
4. Attend meetings, take minutes, and publish notices in accordance with the Michigan Open Meetings Act.
5. Prepare grammatically correct, written communications, including legal documents, public notices, press releases, policy drafts, job advertisements and newsletters.
6. Transcribe reports, minutes and other communications from recorded media.
7. Keep accurate and compliant records of employee injuries and workers compensation claims.
8. Prepare required MIOSHA reporting and stay informed as to changes in MIOSHA recordkeeping and reporting regulations.
9. Manage the onboarding, orientation and new hire process, including related State and Federal new hire reporting.
10. Assist employees with Human Resource matters including medical claims, workers comp. issues, FMLA administration, and Civil Rights.
11. Maintain employee personnel files and other employment records.
12. Maintain City of Escanaba web site and social media presence.
13. Prepare and publish agendas and meeting notices for the Joint Government and other meetings as required.
14. Open, distribute and screen mail for the City Manager and Human Resource Director.

**JOB DESCRIPTION  
EXECUTIVE ASSISTANT  
PAGE TWO**

**MINIMUM QUALIFICATIONS**

Applicants must have a high school diploma, and a minimum of a two-year college degree in office administration, secretarial sciences or related field. Prior experience as an Executive Assistant is highly desirable. The holder of this position will be required to become a notary public. The holder of this position should be highly proficient in the use of computers, including all modules of the Microsoft Office Suite. In addition, the holder of this position shall be highly organized, and shall possess exceptional oral and written communication skills, and should be well versed in English grammar and composition.

**SELECTION GUIDELINES**

Selection is based on strength of application, education, experience, personal interview and reference check. Job-related testing may be used to evaluate applicants.

**PHYSICAL DEMANDS**

While performing the essential functions of this job, the employee is regularly required to sit, stand, walk, climb, stoop, kneel, crouch, talk, hear, feel, reach, grab, keyboard and touch. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed indoors in a climate controlled office environment.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

This job description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.

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