EXECUTIVE ASSISTANT TO THE ENGINEER/ COMMUNITY DEVELOPMENT DIRECTOR

POSITION SUMMARY

This position provides advanced and highly responsible administrative support work specifically to executive staff along with all other department members. Independent judgment is required to plan, prioritize, and organize a diversified workload in a fast-paced environment. Requires excellent oral and written communication. Coordinates closely with other city departments, in particular regarding the development process.

Essential Duties:

- Provides administrative support to all Community Development department staff members.
- Assists with presentations and preparation of materials.
- Attendance at night meetings may be required.
- Attends–staff and other departmental meetings, prepares agendas, takes and prepares meeting notes, and provides administrative support for boards, committees, and city staff.
- Aids with project funding sources and grant writing.
- Prepares and handles mail including mass mailings.
- Responsible for data management related to capital improvement project document control, financial control and project closeout.
- Strong organizational, project management, & problem-solving skills with multitasking abilities.
- Performs other duties as assigned.

Knowledge, Skills and Abilities: (position requirements at entry):

- Ability to effectively communicate and work with other employees, vendors, contractors and the general public in person, by phone or by letter or email.
- Ability to follow complex oral and written directions.
- Knowledge of department specific terminology and applications.
- Ability to maintain accurate files and records.
- Ability to research, prepare and create spreadsheets and reports for special projects.
- Ability to track and monitor expenditures.
- Ability to use computers and related public safety software applications, word processing and database/spreadsheet programs. Excellent proficiency with Microsoft Office. Ability to use various office equipment and troubleshoot problems.
- Ability to maintain a high level of confidentiality and handle confidential issues with tact and discretion.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to work independently with minimal direction.

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Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems.
- Daily independent judgment is required to complete work assignments.
- Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.
- High level of organizational and planning skills
- Ability to gather information, problem solve, and make decisions with good judgment for the betterment of the department

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- No supervisory responsibility.
- May train other administrative staff.

Relation to Others:

- Regular and substantial contact with others. Handles sensitive or complex information.
- Will include fielding telephone calls, receiving and directing visitors/customers for administrative personnel.
- Extensive professional communication and relations inside and outside the department.

SKILLS

Education and Experience (position requirements at entry):

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Associate's Degree or higher preferred.
- Minimum of 3 years' experience providing administrative support at a high level.
- Engineering and Community Development knowledge and experience required.
- Or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Special Requirements (position requirements at entry):

- Valid Driver's License
- ND Notary public (within 6 months of hire)

WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing,

walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

- Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently.
- Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Work related travel is minimal.

Classification: Grade 13 (G-13)
FLSA: Non-Exempt
Created: 11/01/2022 by Engineer/Community Development Director Skluzacek, HR Director Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.
Approved by City Commission: 11/15/2022