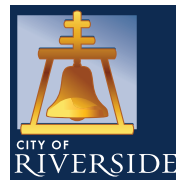




# EXECUTIVE ASSISTANT TO CITY MANAGER

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City of Riverside, California







## A City of Arts & Innovation

With a vibrant population over 317,000, Riverside is the economic and cultural heart of the Inland Southern California region, and is quickly becoming one of California's most diverse and successful cities.

Riverside's historic legacy begins with its citrus heritage. After the city's incorporation in 1883, it quickly became the economic leader of Southern California's booming citrus industry. By 1885, Riverside was one of the wealthiest cities in the nation. Riverside's success in attracting national interest and investment during this period left a lasting imprint and is celebrated today in the citrus groves along Victoria Avenue and in the California Citrus State Historical Park.

Fast forward to the 21st century. Riverside continues to thrive, experiencing growth as a university community of more than 50,000 students, as an innovative community of hi-tech and bio-tech companies, and as the Justice Center of the Inland Empire. Its ideal location 50 miles east of Los Angeles and 30 miles north east of Orange County make it an ideal place for doing international business.

For more information on the City of Riverside, visit [RiversideCA.gov](http://RiversideCA.gov).

## EXECUTIVE ASSISTANT TO CITY MANAGER

**Salary: \$49,284 - \$66,036 Annually**

**Merit Range: \$66,036 - \$75, 936 Annually\***

\*This position is eligible to receive merit based pay of up to 15% above the salary range based on documented outstanding performance and at the discretion of the City Manager.

### Overview:

The City of Riverside is seeking a dynamic individual for the position of Executive Assistant to the City Manager. This position provides direct executive level coordination and support to the City Manager and has full responsibility for the coordination and implementation of assignments by the City Manager or three Assistant City Managers.

The Executive Assistant must anticipate the needs of the City Manager and Assistant City Managers and possess political acumen in order to appropriately respond to requests from residents, departments, external entities, or elected officials. The Executive Assistant to the City Manager will possess a thorough understanding of the City Manager's priorities and expectations, and take these into account when coordinating complex assignments.

### Ideal Candidate:

The ideal candidate will demonstrate resourcefulness, sound judgment, and effective problem solving in ambiguous situations; must consistently maintain poise and a professional demeanor under challenging and high pressure situations; serve as a diplomatic gatekeeper that effectively filters both internal and external calls, visitors and other inquiries.

### Education:

High School graduation or satisfactory equivalent (GED). An Associate's Degree including administrative and/or business related coursework is highly desired.

### Experience:

Five years of experience performing increasingly complex and highly responsible office and administrative support work of which at least two years involved administrative support work for one or more executive managers (C-level).

Municipal/public sector government experience is highly desirable.

### Example of Duties:

- Perform a wide variety of complex and confidential duties for the City Manager.
- Respond to inquiries and make appropriate referrals; review, log, prioritize, and route correspondence.
- Maintain appointment schedules, daily calendars, and make travel arrangements; assist in agenda preparation, gather information, and contact meeting participants.
- Compile reports and agendas insuring materials are submitted on time by various departments and divisions; contact participants and coordinate meetings; complete and distribute follow-up reports.
- May serve as secretary and/or administrative staff to a board or commission preparing the agenda and taking minutes of meetings.
- Assist in the assignment, supervision, and participation in the work of the administrative support section of the City Manager's Office.
- Participate in the preparation and administration of the City Manager's budget.
- Perform specialized projects including collecting, compiling, and summarizing information obtained.
- Coordinate activities, events, and correspondence involving all City departments/ department heads.

**Final filing date is Sunday, April 9, 2017**  
Please apply at [RiversideCA.gov/Jobs](http://RiversideCA.gov/Jobs)





## Benefits:

The City offers an attractive benefits package, the central provisions of which are as follows:

**Retirement for Classic Members** - For employees hired after 1/1/2013 who are CLASSIC MEMBERS of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2.7 % @ age 55; 3 year final compensation. The required employee contribution is 8%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

**Retirement for New Members** - For employees hired 1/1/2013 or later and who ARE NOT a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/12, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% at age 62; 3 year final compensation. The required employee contribution is 7%. The City does not participate in Social Security; thus, employees do not bear this additional 6.2% expense.

**Health Insurance, Dental Insurance, Vision Insurance, Life Insurance, Deferred Compensation, Leave Benefits, Flexible Spending Account, Long Term Disability**

For additional benefits information, please visit:  
[RiversideCA.gov/Human/Benefits](https://RiversideCA.gov/Human/Benefits)

## CONNECT WITH US



[RiversideCA.gov/SocialMedia](https://RiversideCA.gov/SocialMedia)

#ILoveRiverside