



City of Dacono

Executive Assistant to the City Manager

JOB SUMMARY:

The Executive Assistant is responsible for providing high-level administrative support to the City Manager and may support Department Directors or other management staff as directed. The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the City Manager's needs. Provides a variety of highly responsible, confidential and complex administrative support to the City Manager. Exercises frequent independent judgement within agreed-upon limits. Superior organizational skills and excellent communications skills are a must. The role must interact seamlessly and with a professional demeanor across a broad range of individuals inside and outside of City offices. Work requires the exercise of initiative, independent judgement, and discretion. May coordinate with administrative employees concerning proper procedures, methods and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are illustrative of the job's essential functions and do not include other nonessential or peripheral duties that may be required. The City of Dacono retains the right to modify or change the duties or essential functions of the job at any time.

- Acts as the point of contact for the City Manager and assists citizens with inquiries. Manages the City Manager's communications to help ensure timely response and quality customer service.
- May assist elected and appointed officials with general administrative tasks including correspondence, travel reservations, event registration, etc. in conjunction with the City Clerk.
- Provides follow-up status reports on assignments given to the senior leadership team by the City Manager.
- Coordinates City Manager's schedule and makes appointments.
- Answers and screens City Manager's telephone calls, and arranges conference calls/meetings.
- Coordinates agreements for professional services originating in the City Manager's Office.
- Attend meetings and take notes of discussion; prepare the initial draft summaries.
- Assists with meeting room preparation.
- Reconciles assigned purchasing statements and submits requisitions for the City Manager, and others, as directed.
- Arranges and coordinates travel schedules and reservations for the City Manager's Office.

- Conducts research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Involved in special project work.
- Composes and types routine and special correspondence.
- Manage information flow in a timely and accurate manner.
- Orders and maintains supplies, software, and hardware for the City Manager’s Office, senior leadership team and City Council through coordination with staff, vendors, and consultants.
- Organizes and maintains file system, and files correspondence and other records in conjunction with the City Clerk.
- Greets scheduled visitors to the City Manager’s Office and directs to appropriate area or staff members.
- Performs other duties as assigned.

EXPERIENCE AND TRAINING:

- Requires an associate degree or equivalent from a two-year college or technical school. Bachelor's degree preferred.
- Requires four (4) years related experience and training, or equivalent combination of education and experience. Three (3) to five (5) years’ prior experience in supporting a senior executive/team strongly preferred.
- Excellent verbal and written communications skills in Spanish desirable.

Job Requirements:

Valid Colorado Driver's License

REPORTING RELATIONSHIPS:

This Position Reports to: City Manager

GENERAL QUALIFICATIONS AND COMPETENCIES:

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Impact of Errors

The impact of decisions is moderately serious - affects work unit and may affect other Departments or citizens.

Language Ability

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The position will require the individual to demonstrate the writing skills necessary to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

The position will require the individual to demonstrate a proficiency in the knowledge and use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access, etc.), general accounting software, Google Apps and the Internet.

Work Environment

The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to sit. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please visit: <https://www.cityofdacono.com/923/Human-Resources>

Submit the Application Form, Cover Letter, and Resume to:

A.J. Euckert, City Manager

Dacono City Hall

512 Cherry Avenue

Dacono, CO 80514

AEuckert@CityOfDacono.com

303-833-2317 x134

The position will be open until filled, and a first review of applicants is expected during the week of October 24th.

Expected hiring range: \$50,974 - \$68,816

The City of Dacono provides generous benefits, including vacation, holiday, sick time, medical, dental, vision, life insurance, retirement plan contributions, and health savings accounts.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Dacono is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, national origin, sex, age, disability, or other status protected by law or regulation. We intend that all qualified applicants are given equal opportunity and that selection be based on job-related factors.

ABOUT DACONO

Small town friendly. Big city connections.

Established in 1908, we are a friendly community with small-town charm. While we are ready to transform and embrace growth, we intend to maintain our core values. We are a place where neighbors are friends and friends are family. We are a close-knit, growing, and vibrant community.

A lot has changed throughout our 109-year history, and a 21st century Dacono finds itself with great anticipation in the heart of a thriving Colorado economy and the midst of one of Colorado's fastest-growing counties.

We are right around the corner.

Centrally located and adjacent to I-25, we are 10 miles north of Denver, 44 miles south of Fort Collins, 28 miles northwest of Denver International Airport (DIA), and 21 miles northeast of Boulder. A quick trip around for work, travel, shopping, entertainment, arts, culture, recreation, and school.

For shopping and dining, you will find The Orchard Town Center offering everything from restaurants to burgers, Larkridge Shopping Center featuring an outdoor pedestrian mall, the Grove, with Cabela's as its anchor, and Furniture Row all about 15 minutes away.

By the numbers.

Located in southwest Weld County, with a growing population of 6,250 residents, Dacono is in one of the fastest-growing counties in the State of Colorado. We encompass nearly 9 square miles and foresee future growth that will expand our boundaries to 22 square miles. With climate that is cool and dry and an average of 242 days of sunshine each year, we boast pleasant daytime conditions even in the winter. The median home value is \$266,000 compared to more than \$497,000 in Boulder County, making Dacono an excellent value. Housing options range from starter to high-end and everything in between.