

DUTIES STATEMENT

EXEMPT CLASS

**EXECUTIVE ASSISTANT TO THE
EXECUTIVE DIRECTOR (CFB)**

Under executive direction, with wide latitude for the exercise of independent initiative and judgment, serves as Executive Assistant to CFB's Executive Director. Handles extremely important, complex, and confidential materials. Responsible for all administrative functions of the Executive Office, including procurement, filing, and organizing documents, oversees teleconference set-ups, answers phones, and routes inquiries. Reviews, prioritizes, and handles correspondence. Screens telephone calls, messages, and incoming written materials. Monitor the Executive Office email. Prepares communications like agendas, fact sheets, memorandums, PowerPoint presentations, emails, and other publications on behalf of the ED. May review and edit material of this nature prepared by other staff members. Secures the necessary background material for the executive Director's use at meetings and conferences; may attend meetings with the ED and prepare agendas and minutes. Coordinates and facilitates Board meetings. Prepares agenda and packages for Board meetings and liaises with Board members. Confers with agency staff to secure information for the ED in connection with matters for decision, for use in answering correspondence from heads of City agencies and other stakeholders, and for preparing reports to the agency head and other high-level city officials. Plans, coordinates, and administers special programs and projects. Reviews operating and statistical reports submitted by agency bureaus, divisions, and offices, and prepares analyses and summaries for the ED. Coordinates calendar of Executive office.