



Job Posting  
Executive Assistant to the City Manager

**Pay Range:**

\$48,000- \$55,000 annual salary based on experience. In office, 40 hours a week, Monday-Friday.

**Benefits:**

The City of Berkley offers a competitive benefit package including low deductible medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

**Duties:**

- Facilitate project management for City Manager led special projects, initiatives, and events. Track and follow up on assignments, requests, and Council directives to ensure timely completion.
- Provide administrative and operational support to the City Manager, City Council, and departmental personnel including coordinating travel, training, special events, and other reservations.
- Prepare and present information at public meetings, including occasional evening meetings.
- Maintain organized electronic and physical filing systems in accordance with records retention requirements. Properly handle highly sensitive and confidential information.
- Draft, edit, and proofread correspondence, reports, presentations, and official documents as directed by the City Manager.
- Assist with budget preparation and strategic planning activities as assigned. Process invoices & insurance claims.
- Provide customer service to the public by answering phones, providing general information and directing calls/visitors to the appropriate party. Resolve complaints from the public, staff, and elected officials.
- Other duties as assigned.

**Requirements:**

- Bachelor's degree in a related field or equivalent experience. Enrollment in a related graduate program a plus.
- Must possess a high school diploma or equivalent (G.E.D) and be at least 18 years of age at the time of application.
- Customer service or administrative support experience, preferably in a municipal or public-sector environment.
- Considerable knowledge and expertise in the use of personal computers, including word processing, database, and spreadsheet software. Experience using BS&A software preferred.
- Able to establish effective work relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contacts.
- Strong, clear communication, customer service and interpersonal skills. Ability to communicate with the public and all levels of the organization.
- Excellent time management, prioritization, and ability to meet deadlines. Demonstrates a sense of urgency.

**To Apply:**

Please submit a completed application to Human Resources Director Jessica Stover at [hr@berkleymi.gov](mailto:hr@berkleymi.gov) . Applications must be submitted via email. Application Packet: <https://www.berkleymi.gov/employment>

**EEO/ADA Statement:**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or [Jstover@berkleymi.gov](mailto:Jstover@berkleymi.gov) if auxiliary aids or services are needed. Reasonable advanced notice is required.