SENIOR EXECUTIVE ASSISTANT TO THE CITY MANAGER

City of Indian Wells, California

$94,914 - $118,643 annually

Looking for an extremely organized candidate who works well under pressure and who can manage a variety of varying needs and expectations. Under close and general direction, provides varied, complex, and confidential office administrative support to the City Manager and City Council members; conducts projects and administers limited programs; performs technical support work related to the responsibilities of the City Manager; and performs related work as required. Incumbents perform a variety of office administrative, project coordination and management support work for the City Manager and City Council. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities and the ability to conduct independent projects. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at City-wide level require a broader understanding of City functions and the capability of relieving City management staff of day-today office administrative and coordinative duties. Full job description is available on the City's website.

The ideal candidate has at least two years of responsible office administrative, secretarial and/or general clerical experience. Possession of Associates of Arts degree from a business or community college in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis.

APPLY IMMEDIATELY. May 30, 2025 application deadline. Interviews will be held the week of June 9, 2025 and candidates will be required to interview in person at Indian Wells City Hall. The selected candidate is anticipated to begin on Monday, June 30, 2025. Complete job and benefits description, along with application and other instructions are available on the City's website at: https://www.cityofindianwells.org/city-hall/departments/human-resources