

**EXECUTIVE SECRETARY**

DEFINITION

Under general supervision, performs a variety of responsible secretarial duties and administrative tasks in support of the City Manager; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position class characterized by varied secretarial, clerical, and administrative tasks normally performed with a relatively high level of independence. Incumbent regularly handles the office support required by the City Council, City Manager and/or various lay commissions or committees which assist the council in formulating and implementing City policies and programs. This class is differentiated for the Secretary class by the formers more varied responsibilities and involvement with City policy making bodies.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Provides direct and confidential secretarial support to the City Manager and other administrative staff; receives visitors and answers phones; maintains calendar and schedules appointments; makes travel and meeting arrangements as directed.

Prepares correspondence from verbal instruction or hand-written copy, or initiates routine correspondence in accordance with established policy; types complex reports, documents, or other materials, or compiles and types reports from a variety of sources; facilitates transmission to other offices and agencies.

As assigned, attends meetings and takes minutes; transcribes shorthand notes, and prepares and distributes minutes as required.

Responds to inquiries from the public and other City employees; provides explanation of City procedures requiring understanding of policies and regulations, or refers inquiries to the appropriate authority.

Establishes and/or maintains filing and retrieval systems for inter-related files and records; sorts, files, and processes a variety of documents; performs arithmetical calculations.

Performs a variety of clerical tasks including typing, proofreading, filing, editing, and office machine operation including computer terminals or typewriters.

Assists the City Manager with a variety of administrative tasks using discretion and independent judgment in accordance with general direction; conducts research and provides recommendation regarding project activity; makes meeting and special event arrangements in accordance with established criteria; may direct other staff in the course of performing assigned tasks.

Orders departmental supplies; processes purchase orders; sorts, reviews and prioritizes mail.

At the request of the City Manager, represents the City at a variety of community and business meetings; plans, coordinates and implements a variety of special events and/or projects.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent and three years of progressively responsible secretarial experience, which involved administrative responsibilities of a highly sensitive nature, and contact with the public, including or supplemented by specialized training in the clerical/secretarial occupational field.

### Knowledge, Skills and Abilities

Thorough knowledge of secretarial and general office methods and techniques including office equipment operation; records processing and maintenance procedures and systems; preparation of complicated documents requiring specialized typing. Skill in the operation of a variety of office equipment, including operation of a typewriter at 55 wpm with no more than 10 errors, or word processing equipment/computer at a comparable rate.

Ability to communicate clearly and concisely, both orally and in writing; keep accurate records; analyze situations carefully and adopt effective courses of action; understand the operation of the City and outside agencies; compose correspondence independently; communicate effectively with a variety of personnel and establish/maintain effective working relationships; explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written direction; work independently; type accurately; operate a computer and use a variety of computer software; take dictation or transcribe from a dictating machine; compile and maintain complex records and files; edit documents for correct English grammar, punctuation, and spelling; conduct research; maintain confidentiality of records and information; apply modern office methods and utilize a variety of office equipment; performs mathematical computations.

### Special Requirement

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: I, 4, 7

EXECSECRETARY.SPC