

EXECUTIVE SECRETARY

JOB SUMMARY

The Executive Secretary performs a wide range of secretarial, administrative, clerical and technical support duties for the City Manager.

SUPERVISION RECEIVED

Works under the direction of the City Manager who outlines general policies, assigns duties, and reviews work for conformance with required standards. Exercises a high degree of self-initiative, judgment and tact in answering inquiries and determining courses of action and matters warranting the Manager's attention. Exercises thorough knowledge of City Policies, Ordinances, and practices of all city departments.

SUPERVISION EXERCISED

Not applicable.

EXAMPLES OF DUTIES PERFORMED

(Note: The items listed below are not intended to be inclusive of all of the duties that are performed by persons employed in this classification, nor are the numbers indicative of any particular order of importance.)

1. Acts as primary point of contact for visitors to the City Manager's Office; receives and screens visitors and telephone calls, and makes referrals, as necessary to other departments. Determines which are priority matters and alerts the manager accordingly.
2. Types a variety of correspondence, memoranda, forms and reports. Assures accuracy of all out-going material, correcting grammar, style, and format where necessary (proofreading). Prepares charts, graphs, and tables for presentations.
3. Sorts, processes and distributes in-coming and out-going mail for City Hall. Receives correspondence addressed to City Manager and City Council, composes replies to routine inquiries or refers to appropriate official.
4. Organizes and maintains filing system, including confidential materials, press clippings, etc.
5. Schedules appointments and meetings for the City Manager.
6. Maintains and prepares monthly calendar of meetings, schedules use of meeting rooms. Distributes calendar updates as necessary.
7. Prepares and posts advertisements and notices in accordance with statutory requirements.
8. Serves as Secretary for Council meetings and various council committee meetings. Attends meetings as required. Types and posts agendas, prepares minutes and compiles materials for Council meetings. Records meetings (audio and video) and prepares transcriptions as necessary.
9. Posts notices, minutes, and other information on the City's website and public posting locations. Ensures information is current and accurate.
10. Maintains general office supply stock, filling orders for distribution to other departments as requested. Processes invoices for supply purchases.
11. Assures proper maintenance of various office machines as may be assigned.
12. Responsible for administration/maintenance of the telephone system including maintenance of extension listings.
13. Researches, prepares reports, and maintains materials related to special projects assigned by the City Manager.
14. Manages Right to Know requests for the city as a central point of contact.
15. Maintains current knowledge of office procedures with particular emphasis on computer skills.
16. Attends meetings, workshops, and conferences as necessary.
17. Maintains City-wide personnel files, including employee performance evaluations, changes in status & pay rates, and segregated medical information. Prepares monthly spreadsheets on evaluation due dates for employees evaluated by the City Manager.
18. Responds to media inquiries and coordinates distribution of information to media sources (only after consultation with the City Manager)
19. Receives and distributes requests for public information under the Right To Know Law.
20. Designs and prepares signs for postings on holiday closures and special events.
21. Coordinates the issuance of business cards for City hall and name plates and Plaques for City Council.
22. Coordinates membership status, (especially expiration of terms), for appointed members of boards and committees. Keeps contact information updated.

23. Serves as member of Joint Loss Committee on behalf of the City Manger and provides secretarial services to the committee.
24. Develops and distributes employee newsletters created by the City Manager.
25. Assists in planning and organizing special events, holiday functions, parties, BBQ's and unique recognitions.
26. Assists in the application for grant programs.
27. Posts and certifies compliance with statutory requirements for Budget adoption.
28. Assists in the scheduling, posting and distribution of agendas and minutes for committees as assigned by the City Manager.
29. Maintains updated compilations on City Ordinances (provides updates to general code for online version), Union contracts and personnel policies.
30. Prepares annual holiday list.
31. Prepares draft council agendas to be reviewed by the city manager and submitted to the Mayor in a timely fashion.
32. Prepares council agenda packets
33. Alerts the City manager on matters related to municipal operations and personnel issues.
34. Handles Service request forms
35. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative/office practices and procedures; ability to speak and write effectively using English language; skill in the use of Microsoft Office software, personal computers, and standard office equipment; ability to become familiar, retain and understand City policies, ordinances, and procedures; ability to maintain effective working relationships with employees and the general public; ability to deal with public relations situations with courtesy and tact; ability to use independent judgment, prioritize and work independently to meet deadlines; ability to plan and organize; ability to analyze problems and initiate solutions; ability to follow directions, pay close attention to detail and maintain a positive workplace attitude is critical. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Ability to work with all levels of staff, residents, appointed & elected officials as well as outside vendors. Sensitivity to confidential matters required. A Notary Public and/or Justice of the Peace is preferred.

MINIMUM QUALIFICATIONS

High school graduate, (college degree is preferred), with specialized training in secretarial skills and at least five-seven years progressively responsible administrative experience or any combination of education and experience which demonstrates possession of the knowledge, skills and abilities.