

## CITY OF MADERA

### ADMINISTRATIVE SECRETARY

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of complex responsible and confidential secretarial and administrative duties for the director of a department or a major division; serves as an office manager; provides information regarding department policies, procedures and functions; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Administrative Secretary** is an advanced journey class in which provides a variety of complex, responsible secretarial and administrative support to the director of a department or major division is performed. Incumbents may serve as an office manager, relieving the director or manager of performing administrative detail work and are expected to function with very little direct oversight and with a great deal of sensitivity and confidentiality. This class is distinguished from the next lower level class of Office Assistant II by the performance of confidential secretarial and administrative duties of a highly sensitive nature in support of a department head.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a department head or division manager. May exercise direct or technical and functional supervision over lower level office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Provides responsible, and complex administrative and secretarial support; types and proofreads a wide variety of complex and confidential reports, letters and memoranda; independently prepares correspondence; types from rough draft or verbal instructions; takes and transcribes dictation and composes correspondence not requiring the attention of the Director or other manager.
- Screens office and telephone callers; responds to complaints and requests for information on department regulations, procedures, systems and precedents relating to assigned responsibilities; receives and routes incoming mail.
- Maintains calendar of activities, meetings and various events for the department director or division manager; arranges meetings and makes appointments; assists with task prioritization; follows up on assigned projects to meet deadlines; provides staff support to committees or commissions such as preparing agendas, materials and minutes; makes travel arrangements and prepares related expense reports.

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- Maintains a wide variety of records, files and logs related to departmental operations and activities; maintains confidential and personnel files; conducts periodic retention and purging of files in compliance with applicable guidelines.
- Prepares evaluations, recommends training, monitors performance and provides direction to assigned clerical staff if necessary; prepares reports, correspondence, memoranda, many of which are a highly confidential and sensitive nature utilizing word processing software.
- Assists in budget preparation, analysis, evaluation and control; monitors department expenditures and purchasing activities; prepares purchase orders; receives and records invoices and fees; recommends fund transfers as needed; prepares department payroll for processing; tracks overtime usage; retains and tracks personnel payroll records.
- May perform on going bookkeeping functions including accounts payable, accounts receivable and assist on payroll processing.
- May collect fees for program enrollment or public facilities leasing.
- Participates in special projects as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag and push files, computer reports or other materials weighing up to 25 pounds also is required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Administrative Secretary**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of administrative and secretarial experience or the performance of related work, and a high school diploma or equivalent.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California Driver's license may be required for some positions.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Assigned department functions, programs, policies and procedures; basic functions and organization of municipal government; modern office procedures, methods and equipment including computers; business letter writing and basic report preparation; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; pertinent federal, state and local laws, codes and ordinances.

**Ability to:**

Perform responsible and difficult confidential secretarial work involving the use of independent judgment and personal initiative; understand the organization and operation of the assigned department, other City departments and outside agencies as necessary to assume assigned responsibilities; interpret and apply departmental rules and policies; prioritize work; independently prepare correspondence and memoranda; analyze situations accurately and adopt an effective course of action; meet deadlines; take and transcribe dictation at a speed necessary for successful job performance; respond to requests and inquiries from the general public; work independently in the absence of supervision; operate and use modern office equipment including a computer; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; operate two-way radio and other communications equipment; type accurately from clear copy at a rate of 50 words per minute.