

CITY OF MADERA

EXECUTIVE 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 direction, provides varied, complex and confidential executive secretarial and office administrative assistance to the City Administrator or RDA Executive Director, City Council and associated administrative staff; provides information regarding the functions, policies and administrative procedures to the public and other City staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Executive Secretary** is a journey level classification which performs high level, sensitive, and confidential secretarial and administrative support functions. This classification is distinguished from the Administrative Secretary class by the complex, responsible, sensitive and confidential duties related to providing administrative and secretarial support to the City Administrator or RDA Executive Director, City Council and other administrative staff assigned to the City Administrator's Office.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the City Administrator or RDA Executive Director. May exercise technical and functional supervision over office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following depending upon assignment)*

- Provides administrative secretarial support for the City Administrator or RDA Executive Director, City Council and other administrative personnel; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information regarding the intent of instructions, precedents and regulations; interprets City policies, rules and regulations in response to inquiries which often requires the use of independent judgment and interpretation of policies and procedures.
- Interacts with government officials, the City Council, representatives from business and community organizations, the public and all levels of personnel.
- Composes and/or processes a variety of letters, reports, forms, resolutions, ordinances, and other documents using a personal computer and word processing and spreadsheet software. Compiles and maintains statistics for periodic reports.
- Schedules meetings, screens requests; relieves the City Administrator or RDA Executive Director of as many administrative details as possible; coordinates, organizes and maintains various records, files, manuals and resource materials; prioritizes, distributes and processes incoming and outgoing mail for the City Administrator or RDA Executive Director; handles confidential correspondence; makes travel arrangements and conference reservations when requested; arranges meetings, conferences and

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civic functions; facilitates communications between the City Administrator's or RDA Executive Director's office and other City departments.

- Posts meeting notices and establishes filing and recording systems that meet legal requirements; insures proper signatures and recording of documents; prepares agendas, notices, minutes and recordings of official proceedings. May serve as Notary Public.
- Administers and maintains bonds and trust deposits to guarantee improvements and proper release of such funds; assists with the preparation and administration of the budget; maintains records relative to progress payments.
- May conduct special studies relating to the development and implementation of administrative support procedures and policies; writes, types and prepares reports, agreements, contracts, ordinances, resolutions, legal documents and various materials for Council/Agency meetings.
- May direct, train, assign and review the work of office support staff when assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, 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. 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 **Executive Secretary**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of responsible experience in secretarial or office administration in a local government agency, 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. May require possession and maintenance of Notary Public Certification.

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

Knowledge of:

Procedures and precedents of the City Administrator's or RDA Executive Director's Office and the City Council; organization, procedures, policies and operation details of City departments; Modern office methods, practices and procedures; records management and financial record keeping; basic practices and principles of budgeting; English usage, spelling, grammar, punctuation and vocabulary.

Ability to:

Interpret and apply City policies, procedures and rules; compile data and write clear and comprehensive reports and correspondence; plan, assign and review work of clerical personnel; certify and record documents; compile and maintain complex and extensive records and prepare reports; operate a computer with skill in using word processing and spreadsheet software; set priorities and meet critical deadlines; handle information of a sensitive and confidential nature; maintain confidentiality; exercise a great deal of discretion, initiative and independent judgment; supervise, train and evaluate support staff; analyze situations and identify an effective course of action to solve inquiries, problems and complaints; represent the City Administrator or RDA Executive Director when necessary; 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; type accurately from clear copy at a rate of 65 words per minute; take and transcribe dictation and minutes.