



CITY OF LEMON GROVE

Job Title: Executive Secretary
Department: City Manager

DEFINITION

Under direction, the Executive Secretary is in the Confidential unit and provides highly skilled and often confidential administrative and clerical support to the Mayor, City Council Members, City Manager, Assistant to the City Manager and associated executive, supervisory and professional staff.

CLASS CHARACTERISTICS

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from the City Manager's office require frequent use of tact, diplomacy, discretion, initiative, and independent judgment. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public and all levels of City personnel to exchange information and explain administrative policies and procedures. This class is distinguished from Administrative Secretary in that the latter class provides secretarial services to a Department Director.

EXAMPLES OF DUTIES

- ❑ Plans, organizes and directs the secretarial and clerical support functions of the Office of the City Manager, Mayor and City Council;
- ❑ Takes and responds to phone and in-person contacts which include screening inquiries, referring inquiries to appropriate departments, taking messages and scheduling appointments for the City Manager, Mayor and City Council members;
- ❑ Collects background information pertinent to complaints; monitors and reconciles balances of the City Manager and Council budget accounts;
- ❑ Composes correspondence and types a wide range of material in draft and final form from dictated recording, shorthand notes, handwritten drafts and computer disks requiring extensive knowledge of word processing text editing and formatting features;
- ❑ Create forms, logs and standardized letters using word processing software and equipment; may prepare graphs, pie charts and other graphic presentations using various computer software programs;
- ❑ Proofreads and edits materials for spelling, syntax, grammar and clarity; reviews for form and clerical accuracy, materials prepared by City departments for signature of the City Manager or Mayor;
- ❑ Schedules City-hosted events such as conferences and business meeting dinners for interagency and/or professional organizations which include arranging

accommodations, invitations, catering, setups, speaker arrangements, decorations and follow-up correspondence;

- ❑ Performs specific City-wide personnel actions; composes and types job announcements based on class specifications; conducts and corrects written examination to job applicants; maintains accurate personnel records, including keeping employee leave time balances; conducts telephone surveys on appropriate department subject matter; processes new employees; processes paperwork regarding employee benefits; administers service award program;
- ❑ Maintains public works project files; records and transcribes minutes of pre-construction conferences; keeps prevailing wage documents and reviews payroll reporting forms from contractors for compliance with such prevailing wages;
- ❑ Establish and maintain traditional and automated filing systems and check accuracy and completeness of information being filed; coordinate archival files per the City's records management policy;
- ❑ Relieve management staff of as many details as possible by segregating important matters for the appropriate persons, reviewing and making sure that all the details are taken care of, which includes assuring all key documents or pieces of information are provided as necessary;
- ❑ Assemble tentative agenda packets for Managers and coordinate final Council agenda packets with Clerk's office for distribution to the City Council and management staff;
- ❑ Perform research regarding special projects as assigned, which may include accessing the Internet;
- ❑ Coordinates City Newsletter publication and writes articles
- ❑ Attend meetings and take stenographic minutes of business conducted and compose minutes;
- ❑ Receives incoming mail, arranging in priority order, assembling background information and distributing to appropriate personnel; delivers materials to the Mayor and Council members, as necessary; codes and files correspondence and documents;
- ❑ Coordinates schedules and maintains a calendar of appointments, meetings and events for the City Manager, Mayor and City Council members; schedules and oversees the set up of Council Chambers;
- ❑ Schedules conferences and out-of-town meetings for City executives and officials, making reservations for transportation, accommodations and registrations;
- ❑ Initiates and processes warrant requests; orders office supplies and items for recognition such as plaques; monitor budget expenditures;
- ❑ Performs front desk phone, counter and cashier relief duties when necessary; and performs other duties as assigned.

LICENSE REQUIRED

- ❑ A valid typing certificate indicating an ability to type at a corrected speed of 65 words per minute;

- A valid California Driver's License;
- A Certification of Ability to Work in the U. S. (Applicants must be able to demonstrate, as required by law, prior to employment, that they are legally able to work in the United States).

QUALIFICATIONS

Knowledge of:

- Basic through advanced word processing functions including text editing, formatting, merge, print and sort features; Internet and Microsoft software products such as WORD, Excel, Access and Outlook;
- Modern office organization principles, practices and procedures including hard copy and electronic record keeping methods, effective work tracking methods and business letter writing;
- City policies and procedures including standard report formats, Citywide filing systems, budget preparation and monitoring; purchasing and payroll related documents;
- Leadership principles sufficient to provide day-to-day direction and training to related clerical support staff;
- Arithmetic functions including addition, subtraction, multiplication, division, decimals and percents;
- English usage, spelling, grammar and punctuation;

Ability to:

- Organize the flow of a wide range of varied clerical functions and develop effective procedures;
- Prioritize a wide range of clerical duties with varying time requirements to ensure timely completion;
- Adapt effectively to changing priorities, frequent interruptions and strict work deadlines;
- Initiate effective follow-up to gather up-to-date information on the status of various projects/issues and to compile relevant documents and information to assist City executives;
- Exercise independent judgment in determining the appropriate routing and level of reference appropriate for a variety of phone, in-person and written contacts;
- Read and understand moderately difficult written materials such as computer software manuals, City policies and procedures and legal documents;
- Establish and maintain effective interpersonal relationships with members of the public, other employees, elected officials and representatives of other agencies;
- Exercise tact and discretion when dealing with elected officials, City management, executives of other agencies and businesses and citizen leaders;
- Verbally communicate on a one-to-one basis for the purpose of eliciting or providing information and explaining City policies;

- Operate a standard keyboard at a net corrected speed of 65 words per minute;
- Take dictation at a minimum speed of 90 words per minute;
- Maintain the confidentiality of privileged or sensitive information;
- Compose routine written materials such as office procedure manuals, brief letters and memos.

Skills to:

- Work independently with minimal supervision or direction;
- Organize one's work under pressure with constant interruptions and changing work priorities;
- Maintain restricted information in full confidence;
- Set priorities and meet critical deadlines;
- Foster a teamwork environment;
- Analyze and resolve situations and problems;
- Learn and use City's on-line accounting and payroll system;
- Read, interpret and follow City policies, rules and regulations.

TRAINING AND EXPERIENCE

Any combination of training, education and experience that demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is executive-level secretarial experience to the chief administrative officer of a public or private sector employer having multiple organizational levels and a high level of public and professional contact;

OR

Experience at or equivalent to the level of Administrative Secretary in the City of Lemon Grove, from which the incumbent has acquired the knowledge and abilities listed above.

TOOLS AND EQUIPMENT USED

Phone systems; mainframe computer terminal; personal computer including Microsoft Office word processing software; City-specific computer programs (Outlook e-mail, calendars, etc.); Internet research programs; copy machines; postage machines; fax machines; calculator; and personal motor vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Light Work:

Positions in this class perform work that is primarily sedentary.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate a standard computer keyboard. Mobility of lower body is not required.

Vision:

Positions in this class require vision (which may be corrected) sufficient to read small print and data appearing on video display terminals.

Other Conditions:

Required to work at a video display terminal for prolonged periods; occasionally deal with difficult customers and employees; organize and perform moderate to heavy workload, with diversified assignments; required to attend periodic evening meetings; may be required to travel within and out of City boundaries to attend meetings; required to work overtime as requested; willingness to assume personal responsibility for maintaining a safe working environment.

GUIDELINES

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The list may not include all required duties, nor does everyone in this class necessarily perform all listed tasks. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City Council Approval: August 20, 1984