



Job Description

Title:	Executive Secretary		Revised:	08/2007
Salary Level:	428		FLSA Status:	Exempt
Supervisor:	Applicable Department Head or City Manger	Supervises:	Applicable Clerical Support Staff	
Job Family:	None	Bargaining Unit:	Management/Confidential	

JOB SUMMARY:

Performs responsible, sensitive and complex administrative, secretarial and clerical duties; performs a significant functional role in the operations of the assigned department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs advanced, complex secretarial and administrative support to an assigned Executive, frequently of a confidential nature.
- Maintains confidential and technical records and documents in the assigned functional operation.
- Assists Council Members, Planning Commissioners, and other groups with secretarial and other support services.
- Prepares and distributes agendas and notices of meetings.
- Performs research, gathers information and prepares reports.
- Responds to inquiries and explains City policies, rules and regulations, or refers inquiries as appropriate.
- Types letters, documents, forms and maintains files of a sensitive nature.
- Screens calls and visitors and directs to the appropriate City department.
- Operates a computer and software programs of general nature as well as specific to the departmental functions.
- Makes travel arrangements, arranges meetings, and maintains appointment schedules.
- May take, transcribe, prepare and distribute minutes of meetings.
- May independently respond to correspondence, inquiries and calls on behalf of the assigned Executive.
- May provide secretarial assistance to other departments.
- May provide technical and functional direction to, and oversee, work of clerical staff.
- Performs related duties as required.

Department Functional Duties

Executive Secretary/City Clerk

- Performs duties as the elected City Clerk.
- Provides Secretarial support to Redevelopment Agency and other public organizations.
- Maintains subdivision and assessment district files.
- Maintains contracts, agreements, deeds and other official documents.

Executive Secretary - Administration

- Performs Human Resource functions, including personnel administration, recruiting and employment, orientation of new employees, and employee benefits administration.

Executive Secretary - Community Development

- Performs community development and planning duties.

Executive Secretary - Continued

- Processes Down Payment Assistance Plan (DPAP) administration.
- Assists with code enforcement activities, occasionally in the field.
- Responds to inquiries concerning zoning, land use, development and City policies.
- Serves as Deputy City Clerk.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Prepare statistical records and reports.
- Organize and coordinate office activities.
- Arrange meetings and travel.
- Interpret and explain policies & procedures.
- Compose correspondence independently.
- Prepare and maintain sensitive records and files.
- Perform research, compile data, and prepare reports.
- Perform clerical work & administrative tasks.
- Establish, maintain effective relationships.
- Operate modern office equipment.
- Meet schedules and time lines.
- Communicate effectively orally and in writing.
- Perform a variety of complex clerical duties.
- Operate personal computer and software.
- Perform department functional duties as assigned.

Knowledge of:

- Advanced secretarial administrative methods.
- Research methods and report writing.
- Coordination of clerical assignments.
- Modern office practice and procedures.
- Department operations and policies.
- Applicable sections of codes and laws.
- Interpersonal skills.
- Advanced clerical methods and procedures.
- Correct English usage.
- Operation of office equipment, computers and software.
- Specifically assigned department functional duties.

Education and/or Experience:

High school diploma or general education degree (GED with supplemental business related course work; four years increasingly responsible secretarial and clerical experience involving frequent public contact; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

Valid California driver's license.

Executive Secretary - Continued

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee may be required to attend evening meetings and travel and occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.