

Title: Secretary To The City Manager
PG: 42
Status: Civil Service
Position Reports to: City Manager
Department: City Manager

Class Code: 6068
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Work involves the responsibility for providing difficult and varied secretarial services, extensive public contact, and relieving the City Manager of routine administrative details. Work entails the exercise of considerable independent judgment, initiative and discretion in performing daily activities and in receiving and processing calls and callers. Daily contacts are made with the Mayor, City Commissioners, and officials of the City operating departments and offices. The employee works with a minimum of supervision in the performance of general office services and administrative routines. Supervision may be exercised over other personnel who perform secretarial services for the City Manager and members of the staff. Special and unusual assignments are usually subject to closer supervision and are accompanied with specific instructions. Work is reviewed for achievement of desired results through conferences.

ESSENTIAL FUNCTIONS:

1. Receives and screens calls and visitors for the City Manager and ascertains the nature of their business; directs either to City Manager or, where feasible, to other appropriate authority for disposition.
2. Schedules appointments for and with the City Manager; may arrange meetings for the Mayor, City Commission members, and other City officials.
3. Supervises and participates in the maintenance of files and records of the City Manager's immediate office.
4. Prepares special reports from source material in files, including confidential material.
5. Maintains various records on office activities pertaining to personnel, purchasing, travel and related activities.
6. Receives complaints from callers and by phone; deals with minor problems and refers others to an appropriate City official.
7. Provides information on general request on a variety of administrative and legislative policies and related regulations.
8. Attends meetings and prepares written minutes upon request.
9. Prepares City Commission agenda and materials in accordance with established practice.
10. Maintain working relationships with media.

ADDITIONAL RESPONSIBILITIES:

1. Provides secretarial services to the Mayor, members of the City Commission, and other members of the City Manager's office when needed.
2. Coordinates and may supervise the activities of other secretarial and clerical employees assigned to the City Manager's office.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of business English, spelling, punctuation, grammar, and arithmetic.
2. Thorough knowledge of modern office practices and procedures and the use of office machines and equipment.
3. Skill in the operation of computers and peripheral equipment.
4. Skill in taking shorthand or speedwriting and transcribing from recorded material.
5. Ability to learn City operations and organization and make moderately complex decisions in accordance with established City and departmental policies and procedures.
6. Ability to maintain administrative, fiscal and general records and to prepare reports and answer questions from records.

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7. Ability to compose correspondence and perform routine office management details without direct supervision.
8. Ability to proofread text and data to provide accurate information.
9. Ability to establish and maintain effective working relationships with supervising personnel, co-workers, subordinates, other City employees, the media, civic organizations, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent, including or supplemented by courses in secretarial studies.
2. Five (5) years of progressively responsible experience in performing secretarial duties.
3. An equivalent combination of education and experience that is directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be able to keyboard at a minimum rate of 60 words per minute.
4. May be required to take dictation in shorthand.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.