

EXECUTIVE SECRETARY

DEFINITION

Under general supervision, provides administrative, professional, and confidential support to the Mayor, administrative staff members, and elected officials.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Provides administrative, professional and confidential support to the Mayor, administrative staff members and elected officials; receives and disseminates official and confidential information between Administration and City staff; schedules appointments, meetings and conferences; prepares and tracks project sheets; organizes information and maintains files and records; composes correspondence; communicates with the Mayor, administrative staff, elected officials, department heads and City staff.

Answers, screens and routes incoming telephone calls; assists the public with inquiries and refers to appropriate personnel; responds to citizen complaints and requests for information; prepares forms, including action status, professional development, conference expenses, short form agreements, purchase requisitions and payment vouchers; types documents, memos, correspondence, reports and meeting minutes; assists in coordinating City-wide celebrations and events.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of customer service techniques and concepts

Knowledgeable of and proficient in operating a personal computer and MS Office software packages

Knowledgeable of file and record management

Skilled in assessing and prioritizing multiple tasks, projects, and demands

Skilled in typing, reviewing, and proofreading confidential documents and reports

Skilled in working with conflicting deadlines to complete projects and assignments

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to effectively communicate verbally and in writing

Must type 60 words per minute with less than a 5% error rate

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Associates Arts degree in English, Business, Management or Computer Sciences or related field **AND** seven years experience performing complex and confidential administrative support work and providing quality customer service **OR** an equivalent combination of education and experience.