

### SECRETARY TO THE CITY MANAGER

## **DEFINITION**

To perform a variety of highly responsible, confidential and complex secretarial, clerical and administrative duties for the City Manager's Office.

#### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Technical or functional supervision may be received from the Mayor and Councilmembers.

#### **EXAMPLES OF DUTIES:**

The following are typical duties performed by the position, not an all-inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS:**

Perform a wide variety of complex, responsible, and confidential duties in the City Manager's Office-, including: screen calls, visitors, and mail; type a variety of materials, reports, correspondence and resolutions; make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.

Prepare and distribute the City Council agenda for meetings and public hearings.

Act as an information source to the public concerning City Manager/City Council actions, procedures, elections, etc.

Arranges for and/or personally handles the receipt and transmittal of verbal and written communications for members of the City Council; brings routine business, complaints and administrative details to the attention of the proper city official; independently respond to letters and general correspondence of a routine nature.

Work cooperatively with others.

Research, gather data, summarize findings, format, produce and distribute finished reports on subjects of concern to the City Manager's Office.

Serve as Deputy City Clerk as assigned; provide administrative support to the City Clerk Office as needed.

Coordinate the recruitment and selection for board, commission and committee applicants.

Represent the City Manager's Office on various committees, including the Computer Committee, Phone Committee, and Information/Communication Committee.

Manage a centralized city-wide policy and procedure process.

Make local deliveries of various materials.

Prepare minutes of various committee meetings.

Monitor the City's retention schedule.

Manage a City-wide filing system.

Perform related duties as assigned.

#### **QUALIFICATIONS**

## Knowledge of:

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment; statistical and recordkeeping principles and procedures.

Organization, procedures, and operating details of a municipal government; familiarity with pertinent local, state and federal laws, ordinances and rules including ordinances and codes related to City Council functions.

Operation and programs of a personal computer.

#### Skill to:

Deal effectively with a wide variety of personalities and situations requiring tact, judgment and poise.

Comprehend, coordinate and transmit information

Efficiently operate a personal computer, including various software applications such as Microsoft Word, Microsoft Excel, Powerpoint, and the Intra-Net.

Understand and carry out oral and written directions; analyze situations carefully and adopt effective courses of action independently.

Type with speed and accuracy at a rate sufficient to perform duties satisfactorily.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

## Ability to:

Perform difficult and responsible secretarial and clerical work with speed and accuracy, including the concise and complete composition of correspondence and reports; maintain confidential data and information.

Exercise tact and mature judgment in dealing with matters of a controversial or confidential nature in a variety of situations.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

# **Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

## Education:

Equivalent to completion of the twelfth grade, including or supplemented with college level courses in a related field.

#### Experience

Four years of increasingly responsible clerical and secretarial experience, involving frequent contact with the public; one year of experience equivalent to that of a City of Woodland Administrative Secretary.

#### License or Certificate

Possession of a valid California Driver's License; Spanish-speaking skills are desirable.

Human Resources

Council Action: April 7, 1998