

SECRETARY TO THE CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, to perform a wide variety of responsible, confidential, and complex secretarial and clerical support duties for the City Manager; to perform a variety of administrative duties for the City Manager's Office; to provide information and assistance to the public; to supervise assigned secretarial and clerical staff; and to perform related duties as assigned.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Provides highly responsible and complex administrative, secretarial, and clerical support to the City Manager; serves as liaison between the City Manager's Office and the City Council, other City staff, and the general public; screens calls, visitors and mail; answers questions and provides information to City staff and the public regarding City procedures and policies; follows up on sensitive customer complaints and inquiries; participates in administrative duties relating to the City Manager's office; researches, compiles, analyzes, and summarizes data for special projects; prepares various comprehensive reports; compiles budget requests and recommends expenditure requests for designated accounts; maintains a variety of files and records of information pertinent to the administration of the City Manager's office including payroll, attendance, and cost records; handles confidential information regarding personnel and controversial matters; serves as the office manager for the department; oversees all office functions including supervising and scheduling personnel; maintains calendar of activities, meetings, and various events for the City Manager; coordinates travel arrangements; schedules use of conference rooms; coordinates meetings and conferences with department heads, management staff, City Council, and outside agencies; proofreads and edits agendas and packets for City Council and various board meetings as assigned; attends a variety of meetings; prepares presentation materials for meetings; prepares minutes for assigned meetings; disseminates information as appropriate; types, proofreads, and edits a wide variety of reports, letters, memoranda, correspondence and statistical charts; takes and transcribes dictation from shorthand notes or recorded dictation; independently composes correspondence; plans and provides luncheons and dinners for City Council; operates a variety of office equipment including copiers, facsimile machine and computer.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, and processes of local government.

Services, policies, and procedures of the City.

Methods and techniques of public relations and customer service.

Principles of supervision, training and performance evaluation.

Research and analysis techniques.

Modern office procedures, methods, and equipment including computers and applicable software applications.

English usage, spelling, grammar, and punctuation.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

CITY OF OCEANSIDE
Secretary to the City Manager (*Continued*)

Practices used in minute taking and preparation.
Principles and practices of municipal budget preparation and administration.
Methods and techniques of proper phone etiquette.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Perform responsible and difficult secretarial and administrative support services involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Plan, organize, coordinate, and supervise the work of others.
Maintain confidentiality of data and information.
Interpret and apply administrative and departmental policies and procedures.
Independently prepare correspondence and memoranda.
Type at a speed necessary for successful job performance.
Take and transcribe dictation at a speed necessary for successful job performance.
Maintain and update accurate records and files.
Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
Research, compile and summarize a variety of informational materials.
Work independently in the absence of supervision.
Work cooperatively with other departments, City officials and outside agencies.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience:

Five years of increasingly responsible administrative and secretarial experience, including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in office procedures or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.