

EXECUTIVE SECRETARY

NATURE OF WORK

This is administrative work with varied scope serving as secretary to a department head or to the Mayor.

Work involves performing a wide variety of confidential clerical and administrative support duties. Work includes gathering and analyzing information for the preparation of reports; interpreting administrative decisions and policies; reviewing and answering routine complaints; composing memoranda and correspondence; scheduling appointments and meeting for department head; and receiving and screening calls. Work may also include participating in budget preparation and organizing and assigning work to subordinate clerical staff. An employee in this classification must display initiative and exercise independent judgment in the disposition of work matters. Assignments are received in the form of generalized instructions with work being reviewed by the department head in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate clerical staff.

EXAMPLES OF WORK PERFORMED

Performs responsible clerical and administrative duties including composing correspondence and memoranda; scheduling appointments and meetings for department head; and receiving and screening calls.

Interprets administrative decisions and established policies based upon explanation by department head.

Coordinates departmental issues in accordance with established departmental policies and procedures.

Maintains financial, statistical and complex clerical records and prepares reports from such records; reviews records and reports for accuracy, completeness and compliance with policies and procedures.

Tracks paperwork to meet deadlines; maintains confidential personnel records.

Analyzes office workload and develops methods to ensure that the work is done in a timely manner.

Participates in the preparation of departmental budget and maintains fiscal records in order to monitor budgetary expenditures.

Researches and responds to citizen complaints/inquiries.

May represent department head at internal meetings.

May be responsible for planning and execution of departmental awards programs, professional development activities and community related special events..

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of accounting and financial record keeping procedures.

Ability to perform routine administrative detail independently including composing memoranda and letters, and preparing reports.

Ability to interpret rules, regulations and policies, and to make decisions in accordance with established precedent.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

Ability to plan, organize, assign and supervise the work of clerical subordinates.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by course work in business management, business administration, or related field, and considerable experience in general office operations plus some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent including or supplemented by course work in business practices plus experience in general office operations; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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