

## CITY COUNCIL SECRETARY

### NATURE OF WORK

This is responsible and skilled administrative work for the City Council.

Work involves office management and administrative support for the City Council staff. Work includes composing and typing confidential correspondence, responding to complaints and providing information; coordinating and scheduling appointments and meetings for Council members and receiving and screening phone calls. An employee in this classification works with considerable independence, making decisions based on independent judgement, experience, and knowledge of city and departmental policies with work being reviewed by the City Council Chair and Vice Chair in the form of reports, conferences and results achieved. Supervision may be exercised over subordinate clerical staff.

### EXAMPLES OF WORK PERFORMED

Coordinates all office management functions including accounts payable, payroll and procurement of supplies and equipment.

Performs responsible clerical and administrative duties including composing correspondence and confidential memoranda.

Receives visitors and answers the telephone; answers questions and provides information according to established policies and procedures.

Coordinates the City Council meetings and scheduling, including legislative committee meetings, individual or group meetings with the Mayor, constituents, lobbyists, city department representatives, outside agencies, and neighborhood groups; maintains a consolidated calendar of committee, commission and board meetings attended by Council Members.

Prepares various agendas and minutes; monitors and maintains the City Council website.

Researches and responds to citizen complaints/inquiries, working with City departments or other local and State agencies to obtain information to assist in responding; interprets administrative decisions and established policies based upon established guidelines.

Tracks paperwork to meet deadlines; maintains confidential personnel records and payroll.

Maintains fiscal records in order to monitor budgetary expenditures.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of contemporary secretarial and clerical practices.

Considerable knowledge of contemporary office practices, procedures and equipment.

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 exercise good judgment, courtesy and tact in receiving callers and visitors.

Ability to communicate effectively both orally and in writing.

Ability to learn and adapt to advances in computer and electronic device technology and software.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by coursework in business management, business administration, or related field, and two years of experience in complex clerical work; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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