

**EXECUTIVE SECRETARY**

**DEFINITION:**

Under general supervision, perform a variety of responsible, confidential and complex secretarial and administrative duties for a department head or comparable member of the City's executive management team. The executive secretary has a greater amount of independence and discretion in judgment to operate within the scope of assigned responsibilities than other clerical support positions; may oversee the work of assigned clerical support staff; and perform related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this job and may include, but are not limited to, the following: Provide direct secretarial support to a department head; manage the department's office support activities including participating in budget preparations; assist in monitoring expenses and revenues relative to the department budget; direct the work of assigned clerical personnel; prioritize and coordinate work assignments; review work for accuracy; compile and assemble data for comprehensive reports; establish and maintain files, records and calendars on department programs, projects, and activities; screen office and telephone callers; respond to inquiries from the public and City staff regarding departmental procedures; requests for information, and complaints; type and proofread a wide variety of reports, letters, memos, statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; independently compose correspondence related to assigned responsibilities; maintain calendar of appointments; receive visitors; prepare correspondence; route information to appropriate people; serve as department representative, as assigned; prepare agendas and materials in accordance with established procedures. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

**Training and Experience:** Requires a high school diploma or G.E.D. and four years of increasingly responsible secretarial and clerical experience. Additional specialized secretarial training is desirable. Must possess a valid California driver's license at the time of employment.

**Knowledge, Skills, and Abilities:** Must have a thorough knowledge of modern office methods, procedures, and practices; business English usage, spelling, grammar, punctuation, and proofreading; record-keeping procedures and systems; skill in operating a variety of office equipment, including a typewriter and personal computer software and other electronic processing equipment; type 60 words per minute, corrected. Must have the ability to learn dictation; follow direction; interpret and explain department policies and procedures; communicate effectively orally and in writing; and work effectively and cooperatively with others.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee frequently sits, stands, listens, talks, and uses a telephone, calculator, and personal computer with a VDT screen for extended periods of time. Must occasionally stoop, balance, or kneel and use arms, legs, and back to reach for, lift, and/or move objects up to 25 pounds.