Executive Secretary

DEFINITION STATEMENT

Performs responsible administrative and research duties in coordinating certain activities of the General Government Department. This person is under the immediate supervision of the City Manager. The Executive Secretary is responsible for assisting in the application of professional and technical methods in the operation of the department. The Executive Secretary receives advice and direction from the City Manager with respect to general policies, programs, plans and Council and Director of Finance.

DUTIES-EXAMPLE OF WORK

Performs secretarial duties including typing, copying, and faxing: schedules committee meetings and appointments for the City Manager, Mayor and Councilmen; sends out and post notices; talks with citizens regarding complaints, inquiries and requests for proclamations, ribbon-cutting ceremonies, etc.; composes and types letters, memoranda, reports and other documents; maintains office records and correspondence files; as required, assist in preparation of various administrative reports; assists in preparation and compilation of weekly Council packets and agenda; screens office visitors and phone call by furnishing information requested and making appointments; requisitions supplies and prepares departmental purchasing orders; compiles and maintains files and preserves official City documents, resolutions, ordinances and minutes; make travel arrangements for City Manager, and City Council; if situation warrants, attend court proceedings as designated keeper of City records; serves as municipal; election coordinator for Ray and Clay County; prepares packets for candidates, handles registration, prepares notice and ballots for county election boards and make necessary arrangements for location setups; exercises discretion if the superior is not available for advice; may act as Deputy City Clerk; assists with preparation of the annual financial report.

QUALIFICATIONS

High School diploma or equivalent. Three to five years' experience as executive or administrative secretary required. Experience with Microsoft Word, Excel, PowerPoint and Access; typing filing, record keeping, telephone etiquette, spelling, punctuation and grammar; knowledge of all standard office equipment; ability to maintain confidentially, follow oral and written instructions, work with minimum supervision and maintain effective working relationships with the general public, City officials, elected officials and fellow employees.

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