

CITY OF MILPITAS

Effective: May 1989
Revised: 10/98; 1/05
EEOC: Office & Clerical
Unit: Mid-Mgmt/
Confidential
FLSA: Non-exempt
Physical: 1

EXECUTIVE SECRETARY

DEFINITION

Under direction, performs a variety of highly responsible, confidential, and complex administrative, secretarial, and clerical duties for the City Manager, Assistant City Manager, City Council, and administrative staff in the City Manager's Office. May be assigned to provide support to labor relations related assignments.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Secretary classification by the higher level and scope of responsibilities required in working for the highest-level senior management. There is regular contact with government officials, commission members, the public, and representatives of business and community organizations. This position reports directly to the City Manager and/or Assistant City Manager and may receive assignments from the Mayor, City Council Members, and other members of the administrative staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Provide varied complex, responsible, and confidential administrative assistance to the City Manager, Assistant City Manager, Mayor, members of the City Council, and administrative staff in the City Manager's Office.

Interpret and apply administrative and departmental policies, laws, rules, and procedures in response to inquiries; refer inquiries as appropriate.

Attend meetings, take notes or minutes, and prepare reports and summaries.

Independently respond to letters and general correspondence of a complex nature.

Make travel arrangements, maintain appointment schedules and calendars, arrange meetings and conferences, and schedule facility usage.

Provide general administrative support including purchasing, personnel activities, and special projects and requests.

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Compile data and prepare reports and special documents.

Prepare preliminary budget figures and monitor expenditures for City Manager, Assistant City Manager, and/or City Council.

Supervise, initiate, and maintain a variety of files and records including standard operating procedures, and confidential materials.

Establish and maintain effective work relationships with City staff, officials, dignitaries, and the general public.

Handle service requests received from the public; refer as appropriate to the applicable department(s).

Receive and screen telephone calls and visitors to provide information, take messages, and resolve complaints.

Take and transcribe oral dictation from rough draft, shorthand notes, or transcribing machine recordings, and operate a variety of office equipment.

May be required to participate in providing information and support for labor relations-related assignments.

Receive, sort, screen, and distribute mail.

May provide lead direction, training, and review of work of office support staff.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office administrative and secretarial methods, procedures, software, and equipment.

Use of correct English language, spelling, punctuation, and grammar

Telephone and reception techniques.

Effective public contact methods.

Record keeping and filing principles and practices.

Business letter writing.

Organization, procedures, and operating details of municipal government.

Skills/Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume responsibilities.

Communicate effectively, both orally and in writing.

Interpret and apply administrative and departmental policies, laws and rules.

Organize work, set priorities, meet deadlines, and work with a minimum of supervision.

Understand, interpret, and apply instructions, and regulations.

Establish and maintain effective working relationships with a wide variety of individuals including City staff and officials, public agencies, and members of the public.

Train, direct, and evaluate assigned staff.

Recognize and appropriately handle materials in a sensitive and confidential manner.

Organize, compile, and maintain extensive and complex files and records.

Operate and use modern office equipment, including a variety of software programs such as Word, Excel, Windows, PowerPoint and other office programs and related equipment.

Typing speed at a minimum of 50 words per minute.

Other Requirements:

The ability to take dictation at a rate of 80 words per minute may be required.

May require possession and maintenance of a valid California driver license.

EDUCATION AND EXPERIENCE -

Education:

Equivalent to the completion of the twelfth grade; some college highly desirable.

Experience:

Five years of increasingly responsible secretarial experience, including one year of executive secretarial support to a high level administrator.

SPECIAL REQUIREMENTS - *Essential duties require the following physical abilities and work environment:*

General office environment; sit for long periods of time; repetitive keyboarding; reach, lift, and carry up to 10 pounds; able to travel to various locations within and outside the City of Milpitas; may require some night and weekend assignments.

Approved:

City Manager

Date

Human Resources Director