

CONFIDENTIAL SECRETARY TO THE CITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: To assist the City Manager and Assistant City Manager in fulfilling their functions through the management of information: researching, compiling, preparing, coordinating and/or communicating information among the Manager's Office, Departments, Council and/or outside agencies. The work involves responsible tasks requiring a high degree of mature judgment and knowledge of program policies and procedures. The incumbent exercises considerable independent judgment and acts on behalf of the City Manager when assigned. Responsibilities are 80% self-directed; must possess self-motivation, initiative, organizational skills and ability to prioritize tasks. Must function with complete confidentiality and integrity. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- Acts as a personal Confidential Secretary to the City Manager and Assistant City Manager.
- Plans, directs, coordinates, and reviews assigned activities and operations of the City Manager's Office including assigned accounting, administrative support, technical, and/or programmatic service areas; may be assigned work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved.
- Conducts research, prepares, revises, and implements various administrative policies, procedures, rules, and regulations in accordance with sound organizational practices; develops and revises office forms and report formats.
- Serves as primary contact and liaison for assigned functions and programs with other City departments and staff, the City Council, the general public, and outside agencies and organizations; explains, justifies, and defends programs, policies, and activities.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff; writes reports that present and interpret data, identify alternatives, and make and justify recommendations.
- Performs a wide variety of complex, responsible, and confidential duties for the City Manager and Assistant City Manager; relieves assigned staff of administrative work including investigating and answering complaints and providing assistance in resolving operational issues.
- Types and proofreads a wide variety of reports, letters, memoranda, correspondence, and statistical charts; types from rough draft or verbal instruction; independently composes correspondence and reports related to assigned area of responsibility.
- Directs and participates in the maintenance of a calendar of activities, meetings, and various events for assigned staff and elected officials; coordinates activities with other City departments, the public, and outside agencies; directs and participates in coordinating and processing staff travel arrangements.
- Greets visitors in City Manager's Office, screens calls and mail; provides information and assistance including responding to sensitive requests for information and assistance; researches information related to City regulations and office policies; assists the public and other City staff in interpreting and applying City policies, procedures, codes, and ordinances.

- Assists in coordinating, developing, and monitoring the assigned budget; compiles annual budget requests; recommends expenditure requests for designated accounts; monitors approved budget accounts.
- Enters, coordinates and tracks purchase orders for City Manager's approval as well as accounts payable for office equipment, supplies, landline, internet and mobile phone services; codes requisitions and expense vouchers, enters invoices into financial system.
- Initiates, organizes, maintains, and controls access to complex filing systems and records including highly sensitive files; establishes, makes entries in, controls accessibility to, updates, and maintains files for City Manager's Office.
- Utilizes various computer applications and software packages; maintains and generates reports from a database or network system.
- Conducts, attends, and participates in staff meetings as required; schedules City Council Subcommittees and prepares agendas; schedules Department Head and Senior Management meetings and coordinates and prepares agendas for meetings.
- Performs related duties as required.

OPERATIONAL FUNCTIONS OF THE OFFICE

1. Acts as Confidential Secretary to the City Manager and Assistant City Manager including:
 - a. the research, compilation, composing and typing of correspondence and other materials.
 - b. liaison between department/agency officials and public and non-public officials covering specialized and designated programs;
 - c. function as intra-department and inter-department functionary when authorized by City Manager.
 - d. schedule meeting dates, appointments, and confidential personnel matters.
 - e. operate typical office equipment; i.e. computer, copier, etc.
 - f. maintain office records and clerical procedures unique to the City Manager's Office, which may include the manipulation of data base information to create a variety of departmental, computerized reports; maintains records and prepares reports as due.
 - g. performs a variety of clerical and typing functions as needed.
2. Research, compile, compose and type correspondence, City Council memorandum, resolutions and/or synopses of information; or type from prepared documentation.
3. Respond to inquiries from public, departments, and/or City Council as appropriate (researching question if necessary).
4. Share information with appropriate departments and/or Council and follow up, if necessary, to ensure appropriate action is taken (schedule for Council review, department response, etc.).
5. Department's operating budget: prepare annual budget as assigned and monitor budget during year.
6. Serve on Committees as required.
7. Provide transcription service for meetings as requested.
8. Assist with Community Development Block Grants and other grants assigned to the Manager's Office. Including paperwork, expense tracking, reporting, monitoring and maintaining files.
9. Work with City liability insurance broker to track claims, coordinate with insurance company and City departments for data and information collection and update City Attorney and City Manager on status of claims.
10. Work with Assistant City Manager and IT vendor to organize weekly tasks and act as point of contact for City employees and vendor.
11. Maintain records for Requests for Proposals (RFPs) issued by City Manager's Office.

CITY BUDGET

Assist in budget preparation process from beginning to final adoption; obtain information and respond to department/public/Council questions as they arise.

1. Input budget for City Manager's Office, Assistant City Manager and City liability insurances.
2. Assist with accurate completion of budget data entry and program budgets by departments within required timeframe; provide assistance to departments as needed.
3. Attend Council budget review sessions;
 - a. transcribe minutes as needed
 - b. keep departments advised of Council requests
 - c. research and compile information and budget impact relevant to items under consideration
4. Work with departments as budget changes are discussed and as they become absolute
5. Input Manager's recommended budget
 - a. Ensure certain department appropriations/revenues are balanced
 - b. Ensure budget is balanced
 - c. Distribute copies to Departments/Council
6. Prepare preliminary City Budget for public hearing.
7. Compile statistical data for budget presentation for public hearing.
8. Input Final Council Adopted budget changes, distribute budgets to departments.
9. Compile department adopted program budgets into books.
10. Update budget information on City website.
11. Compile Strategic and Business Plan statistics and information; distribute copies of tentative and final adopted copies of plans to departments/Council.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Given the critical role this position plays in City Government candidates must function with complete confidentiality and integrity. All candidates must be of good moral character. Knowledge and demonstrated experience with Microsoft Word, Excel, PowerPoint and Publisher required and demonstrated knowledge and experience with financial/accounting systems.

MINIMUM QUALIFICATIONS: Education and experience: Associate's Degree in Business Administration, Accounting, Public Relations, Political Science or closely related field and a minimum of six (6) years of executive level secretarial/administrative experience, or a Bachelor's Degree in Business Administration, Accounting, Public Relations, Political Science or closely related field and a minimum of three (3) years of executive level secretarial/administrative experience.

OR

Satisfactory equivalent combination of the foregoing training and experience.