



Confidential Secretary to the City Manager

Job Specification
Classification: Exempt
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is a stand-alone classification that involves performing complex confidential clerical, secretarial, and administrative support tasks for the City Manager. The incumbent works in a very confidential relationship with the executive in a position requiring a high degree of accuracy, performance skill and tact. Does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Composes and types correspondence, reports, contracts, agreements, documents, and other material of confidential nature from dictation.
- Schedules appointments for management staff; arranges and coordinates meetings, and schedules use of facilities as needed.
- Answers phone calls; responds to general inquiries, resolves concerns and complaints from citizens, and determines appropriate course of action. Resolves issues of a less complex nature independently and refers other issues to appropriate personnel.
- Provides administrative support, such as maintaining department and employee schedules, making travel arrangements, maintaining and verifying personnel payroll records, researching and compiling basic information, and providing related support.
- Prepares City Council agenda, types and distributes resolutions, ordinances, and reports, and prepares minutes for Planning Board.
- Manages and maintains the City's personnel files, such as verifying and entering leave reports, processing personnel action forms, and maintaining related personnel information.
- Assists with development of format for budget for City as directed, including format for presentation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Grammar, punctuation, spelling, and vocabulary use;
- Conflict resolution techniques to respond to citizen concerns and questions;
- Customer service principles;
- Mathematical principles to track budget information and calculate payroll;
- Modern office procedures, methods, and equipment;
- Basic filing and recordkeeping principles;
- Applicable Federal, State, and Local laws, rules, regulations, codes, and/or statutes.

Ability to:

- Prioritize work tasks;
- Use a computer and related software applications;
- Design and prepare reports and forms;
- Provide customer service;
- Maintain confidentiality;
- Proofread and edit documents for basic spelling and grammatical errors;
- Perform mathematical calculations of payroll and basic budget calculations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Handle multiple tasks simultaneously;
- Type confidential correspondence, memos, vouchers, and/or other related information;
- Maintain sensitive and confidential documents, records, and files;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in office technology or related field and 6 years of administrative secretarial support, 2 of which have been held in a senior organizational level position; or
- (B) Graduation from high school or possession of a high school equivalency diploma and 8 years of administrative secretarial support, 4 of which have been held in a senior organizational level position.

SPECIAL NECESSARY REQUIREMENT: Licensing Requirements: Valid NYS driver's license.

Classification history:

Revised: 3/20/2012