



City of Lindsay

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

Class Title: ADMINISTRATIVE SECRETARY
Department: ADMINISTRATION
Location: CITY HALL, 251 E. HONOLULU

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the City Manager/City Clerk Department, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the City Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises human resource department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the department; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Recruits, interviews, and assists in the selection of employees to fill vacant positions.

Plans and conducts new employee orientation to foster positive attitude toward organization goals.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.



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JOB DESCRIPTION

ADMINISTRATIVE SECRETARY

Conducts wage survey within labor market to determine competitive wage rate.

Admin. Secretary/Personnel Specialist

Position Description (cont.)

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Keeps records of hired employee characteristics for governmental reporting purposes.

Administers manual and dexterity tests to applicants.

Directs preparation and distribution of written and verbal information to inform employees of benefits programs such as insurance plans, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Directs performance of clerical functions such as updating records and processing personnel actions.

Analyzes wage and salary reports and data to determine competitive compensation plan.

Develops and maintains a human resources system that meets top management information needs.

Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.

Represents management in negotiating collective bargaining agreements.

Plans conferences and training sessions for City Manager. Schedules appointments, assists in coordination of travel plans for City Manager and staff as requested.

Prepares agendas, notices, minutes, and resolutions for City Council as Deputy City Clerk for the City .

Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes.

PERIPHERAL DUTIES

Attends Council Meetings as Deputy City Clerk for the City.

Prepares Notaries for the City.

Prepares and submits to officials such reports as may be required or as deemed advisable to submit.

DESIRED MINIMUM QUALIFICATIONS



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ADMINISTRATIVE SECRETARY

Education and Experience:

- (A) Graduation from a high school (or GED equivalent) with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; -AND-
- (B) Two (2) years of increasingly responsible related experience; -OR-
- (C) Any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of basic math.
- (B) Substantial skill in operation of listed tools and equipment.
- (C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer including word processing software; copy machine; postage machine; fax machine; base radio; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.