

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **ADMINISTRATIVE SECRETARY TO THE CITY MANAGER** **CLASS CODE:** 48

REPORTS TO: **City Manager**

TYPE: Non Bargaining

POSITION SUMMARY:

Under the direction of the City Manager, performs a wide variety of high level and highly technical clerical and administrative assistant duties in support of the City Manager; a full-time (non-bargaining) position. Responds to inquiries and facilitates communication for City Council members, including those of a sensitive nature. Responds to telephone inquiries, screens, directs calls, and takes messages. Greets visitors of the department. Performs Word, Excel and Access Data Base processing as well as other computer applications. Prepares and maintains correspondence, files, records and reports. Processes various applications; and, coordinates the administrative functions citywide.

ESSENTIAL FUNCTIONS:

Manages multiple priorities and has excellent organizational skills. Works in a busy and stressful environment. Effectively communicates orally and in writing. Deals effectively with the public by phone and in person; computer literacy with ability to operate desktop computer for multi-tasking. Sit for long periods in office chair; climb flights of stairs, works without constant supervision, composes correspondence, compiles and analyzes information, prepares reports.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Maintains confidentiality in handling all of the work, projects, and information of a sensitive and confidential nature.
- Receives visitors and telephone calls; screens and provides responses to inquiries of a general or specific nature; takes messages; maintains City Manager's calendar of meetings, appointments, projects and activities.
- Prepares draft documents and types/word processes correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Receives, sorts and directs incoming mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates copier machines; assists with paper jams and copier malfunctions. Schedules repairs and service for office equipment.
- Establishes and maintains files and file systems of considerable volume and complexity.
- Attends meetings to represent the City Manager and for the purpose of preparing minutes, notes or other documentation of actions.
- Uses independent judgment to prioritize projects and keeps City Manager informed of contacts.
- Performs research of a moderately complex nature and prepares reports in support of the City Manager's Office activities.

JOB TITLE: ADMINISTRATIVE ASSISTANT TO CITY MANAGER

- Assists with the expedient processing of applications, forms and other materials constituting the department's paper flow and record keeping.
- Manages scheduling of travel and other arrangements for meetings, conferences, civic and other functions.
- Prepares charts and official city documents using computer program software, i.e. Microsoft Word, Excel, Access Data Base, PowerPoint, and scanner for documents, manuals, booklets, and brochures.
- Assists the City Manager's Office in technological operations and in day-to-day administrative functions.
- Performs other related duties as required.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, keyboard, personal computer and programs such as Microsoft Word processing, Excel, Clerks' Index, Powerpoint, Access Data Base, Plustek scanner with Type Reader OCR or Photo Magic programs, Netscape Navigator 4.0, telephone, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter, printer, binding machine, coffee maker.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures and techniques to effectively manage a busy office.
- Office machines and desktop computers used in word processing, developing spreadsheets, creating and maintaining data bases information, and record-keeping applications.
- General functions and activities of municipal government.

Ability to:

- Maintain a friendly and pleasant attitude and deal politely and effectively with the staff and the general public.
- Receive and comprehend verbal and written instructions.
- Articulate received messages both orally and in writing.
- Type and/or word-process at a minimum rate of 50 words per minutes.
- Accurately record and prepare official minutes of meetings.
- Ability to manage multiple priorities.
- Ability to organize and prioritize a variety of tasks.
- Ability to envision, establish, and implement, short and long-term objectives for support staff functions.

JOB TITLE: ADMINISTRATIVE ASSISTANT TO CITY MANAGER

MINIMUM REQUIREMENTS:

High School Graduate or GED equivalent.
One year experience supporting a high level executive
Possession of a valid Class C California driver's license.

DESIRABLE EDUCATION/EXPERIENCE:

Administrative Assistant/Executive Secretarial Training Certificate or; Associates of Art (AA) in Public and/or Business Administration or; a BA Degree in Public Administration, Business Administration or related field; and

Three (3) years experience supporting a high level executive in local government or the public sector or; sufficient office/clerical experience to satisfy the required knowledge and abilities section of this job description; or five (5) years working for a local government with support function responsibilities.

PHYSICAL REQUIREMENTS:

Constant sitting, climbing flights of stairs, keyboarding, vision must be corrected to 20/20, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing equipment such as copiers and FAX machines.

Initials of Preparer: _____ Date: _____

Signature of Department Head: _____ Date: _____

Approved by: _____ Date: _____
City Manager Signature

I have read and understand the contents of the job description:

Employee Signature: _____ Date: _____