



City of Laguna Niguel Job Description

Executive Secretary

Executive and Management Group

FLSA: Exempt

DEFINITION

Supervise and participate in a wide variety of responsible, confidential, and complex administrative, secretarial, and clerical duties for the Mayor, City Council, and City Manager's Office; assist in the administration of the standard operating policies and procedures of the Department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from City Manager.

May exercise direct supervision over Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Receive and prioritize work requests from the City Council and City Manager; assign work to clerical and secretarial staff when necessary to resolve deadline priorities.
- ◆ Participate in a variety of duties relating to administration of the City Manager's Office; assist in preparing comprehensive reports; recommend improvements in work flow, procedures, and use of equipment and forms related to the secretarial and clerical support function.
- ◆ Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to responsibilities assigned; receive and route mail for City Council and City Manager's Office.
- ◆ Type and proofread a wide variety of reports, letters, memos, and statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; independently compose correspondence related to responsibilities assigned.
- ◆ Attend various meetings; take and transcribe detailed minutes; edit minutes and verify accuracy; process and distribute minutes and agendas.
- ◆ Maintain calendars of City Council and City Manager; schedule meetings and various events; coordinate activities with other City departments, the public, and outside agencies.
- ◆ Coordinate travel arrangements for City Council and City Manager as needed.
- ◆ Research, compile, and analyze data for special projects and reports as assigned.
- ◆ Organize and maintain complex filing system.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Proper business English, vocabulary, and grammatical use.
- ◆ Business letter writing and basic report preparation.
- ◆ Principles and procedures of record keeping.
- ◆ Principles of supervision and training.
- ◆ Modern office methods, procedures, computer equipment, and filing and record systems.

Ability to:

- ◆ Perform confidential and responsible secretarial work involving the use of independent judgment and personal initiative.
- ◆ Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- ◆ Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- ◆ Prioritize work; effectively resolve workload issues.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies and procedures.
- ◆ Independently prepare correspondence and memorandums.
- ◆ Take and transcribe dictation at a speed necessary for successful job performance.
- ◆ Type or word process at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Operate office machines and a word processor.
- ◆ Work cooperatively with other departments, City officials, contract staff, and outside agencies.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Five years of increasingly responsible secretarial experience.

Equivalent to completion of the twelfth grade. Additional specialized secretarial training is desirable.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

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

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

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 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.

The noise level in the work environment is usually quiet.