Position Title: Executive Secretary
Pay Grade: WCU.431 (Rev. 10/1/2018)
Department: As Assigned
Bargaining Unit: WCU
Employment Status: Full-time
FLSA Status: Non-Exempt
Revised Dates: 1/17; 4/16; 3/96
W/C Code: 8810
Established Date: 10/71
EEO Category: Administrative Support
EEO Code/Name: 0602 Secretary

Job Overview Summary:
This is responsible, difficult and varied secretarial, office support and public contact work, often of a confidential nature, providing advanced secretarial and administrative assistance to a high level City administrator. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed through observation, conversation and evaluation of results achieved.

Note: The following duties are illustrative and not exhaustive. 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. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Prepares drafts and accurate final copies of correspondence, reports, documents and memoranda.
- May coordinate and supervise activities of other employees engaged in routine office support operations; compiles, assembles and completes data for hearings, reports, bulletins and council meetings; prepares work sheets and tables from data and makes varied arithmetical computations.
- Answers inquiries on routine policies, rules and regulations; may record, transcribe and review complex dictation, reports and minutes utilizing stenography or tape recording equipment; maintains complex records; revises filing systems.
- May take and transcribe accurate minutes of advisory board and committee meetings and draft general reports of proceedings; operates office equipment including word processors, typewriters, tape recorders, computers, adding and copy machines.
- Receives, interviews, screens and refers callers; notifies personnel of meetings, appointments, specific duties or occurrences; makes arrangements for conferences and meetings; may participate in preparing agendas.
- Answers telephone and makes appointments for an administrative official and immediate organizational staff.
- Proofreads reports, forms and other typed matter for accuracy, correct grammatical usage and appearance.
- Maintains fiscal, operating, personnel, and activity records and office files and periodically purges files, as well as prepares requisitions for the purchase of necessary office supplies, equipment and monthly bills with regard to departmental needs.
- Performs related work as assigned.

Minimum Qualifications:
High school graduation or GED equivalency. Two years of progressively responsible experience in performing high level secretarial and varied office support work utilizing word processing and related office equipment and accurately type 45 words per minute. May require stenographic skills at the discretion of the department director.

Knowledge and Skills:
- Extensive knowledge of business English, grammar, punctuation, spelling, public relations and telephone etiquette.
- Thorough knowledge of the professional practices, procedures, systems and equipment utilized in an office environment.
• Considerable knowledge of the organizational and operational procedures of major departments within the assigned administration.
• Skill in the use and operation of office equipment such as computers, audio-visual equipment, calculating/adding machines, and using recording equipment or stenography to accurately transcribe oral dictation.
• Ability to communicate clearly and concisely, orally and in writing.
• Ability to exercise sound judgment and discretion in applying and interpreting operational rules, regulations, policies and procedures and perform basic mathematical calculations quickly and accurately.
• Ability to research and compile data, prepare correspondence and reports and maintain confidentiality of information.
• Ability to type rapidly and accurately from transcribed notes, dictating recordings or handwritten copy and to produce accurate drafts and final copies of required work.
• Ability to recall and relate information accurately and reliably and to understand and carry out complex oral and written instructions, prioritize work and meet time restraints.
• Ability to establish and maintain effective working relationships with employees, other agencies and the public as necessitated by the work.

**Required Responsibilities:**
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

**Core Competencies:**
- Adaptability/Flexibility
- Collaboration
- Communication
- Customer Focus
- Initiative
- Planning & Organization
- Teamwork

**Necessary Special Requirements:**
If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.

**Public Contact:**
Contacts are an essential component of this position and are for the purpose of obtaining and furnishing information, providing interpretations, responding to complaints as assigned, and similar purposes. Work may involve considerable public contact and usually requires the incumbent to interact with the public, various City departments, and governmental agencies, as needed. Work requires an employee of this class to present oneself in a courteous, tactful, and effective manner.