

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Senior Executive Secretary
Sch & Grade PAT-6
Class Code FE71
FLSA Status Non-Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Administrative Support

PRIMARY PURPOSE:

Provides personal secretarial services for an executive level manager. Performs responsible administrative office duties as well as office management functions that involve significant responsibility and considerable latitude in decision making when compared to other administrative support positions.

SUPERVISION:

Under general supervision of the assigned department Director.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates special and/or recurring projects for department Director, exercising considerable latitude in the design, development, and/or implementation of the project.
2. Performs office management functions including handling administrative details requiring initiative and judgment to make decisions in the absence of established guidelines or specific direction.
3. May act as a liaison between the assigned department and a number of outside agencies, citizens' board members, etc. regarding programs, special events, board meetings, and departmental issues frequently of a highly confidential nature. May represent department head at meetings.
4. Prepares budget projections and develops cost estimates to assist in the annual budget preparation. Maintains and monitors the department's annual budget including resolving budget problems.
5. Screens telephone and in-person callers, determining those that can be handled by other personnel, and provides information to callers, which requires a comprehensive knowledge of City policies, procedures, and operations.
6. Maintains calendars for appropriate staff members including arranging meetings, conferences, and appointments without clearance and making travel arrangements as necessary.
7. Supervises the preparation of a variety of public and administrative reports.
8. Utilizes computer software applications such as word processing, spreadsheet, and database to create and compose letters, memos, and other correspondence with minimal direction.
9. Establishes, maintains, and when necessary, revises files including determining appropriate organizational methods.
10. Prepares and processes a variety of paperwork such as purchase order requests, requisitions, and invoices for payment.
11. Performs general office tasks such as copying, faxing, etc.

IMPORTANT FUNCTIONS:

1. Assigns, directs, and reviews the work of assigned clerical personnel as necessary.
2. Attends workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Modern office practices and procedures; accurate grammar, spelling, punctuation, sentence structure, and standard English usage; business correspondence formats; record keeping and filing system methods; computer software applications, basic math skills for budget and other financial calculations. Thorough knowledge of the City department Director’s area of responsibility in order to gather data, prepare reports, and complete special projects with little or no supervision. Specific departmental assignments will require knowledge of specialized terminology and formats.

Abilities

Effectively and efficiently coordinate office activity including adapting to a fast paced, multi-task environment; type accurately at a rate of approximately 50 words per minute; create a variety of correspondence independently or with minimal directions; maintain a high level of confidentiality; operate modern office equipment; utilize word processing, spreadsheet, and data base applications when applicable; take verbal dictation at a rate of 80 words per minutes or transcribe recorded dictation at a rate of 60 words per minute depending on departmental assignment; independently plan, prioritize, and organize work in an efficient manner; follow oral and written instructions; efficiently and accurately compile and maintain records, reports requiring attention to detail, etc.; communicate effectively both verbally and in writing; independently analyze problems, make appropriate contacts, investigate complaints, and prepare drafts of the analysis; deal effectively and courteously with a diverse group of associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others, presents an overall professional image.

Experience, Education, and Training

At least four years of responsible administrative office work, of which at least three years has been as an Executive Secretary for the assigned City department.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead as required for such tasks as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; holds and grips objects; must possess ability to operate a computer keyboard and/or mouse; must be able to hear audio tapes utilized for transcription purposes or record verbal dictation depending on departmental assignment; may be subject to sitting for long periods of time.

Working Environment

Indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Certified Professional Secretary (CPS) is desirable.

Obtain Notary certification within the probationary period depending on departmental assignment.

Miscellaneous Requirements

Must be able to complete a background investigation, if applicable.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 5089
Comments:	Updated Abilities	Date: June 11, 2001

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____