

CLASS TITLE: SECRETARY TO THE COUNCIL

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for providing secretarial services of an administrative nature to the City Council, including the custody and maintenance of all City Council records; Council office manager; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages the safekeeping and secure maintenance of all official permanent records of the City Council
- Monitors preparation, assembly, and distribution of agendas
- Attends meetings of the City Council as well as other official bodies
- Conducts public hearings and press conferences
- Reviews correspondence, proposed ordinances, proposed resolutions, and other documents
- Decides appropriateness for item placement on the City Council agenda
- Reads votes of members on each question
- Keeps records of all actions
- Records minutes of meetings
- Records action verbatim when required
- Prepares minutes for review and approval
- Supervises clerical staff in providing standard office duties including filing of all City Council documents
- Answers questions by mail, in person, or by telephone concerning the City Council
- Coordinates delivery or forwarding of approved ordinances or resolutions to the Mayor for signature
- Schedules individuals to appear before the City Council
- Develops and implements office procedures
- Assigns work projects to and evaluates the performance of subordinates
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, or a closely related field, and one (1) year of experience in city government or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of business English, spelling, and commercial arithmetic; comprehensive knowledge of modern office practices, procedures, and methods; considerable knowledge of indexing and filing procedures, particularly relating to the maintenance of official City records; considerable knowledge of legal requirements and procedures involved in the custody and use of official City records and in the conduct of City Council meetings, including parliamentary procedures; and good knowledge of word processing and/or database software packages and the appropriate related applications in a business office. Ability to plan, assign, and supervise the work of clerical subordinates; ability to make decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures; ability to understand and follow quickly and accurately, brief verbal and written instructions on complex matters; ability to maintain a complex, electronically-based filing system and to train subordinates in their use and care; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Considerable skill in the operation of personal computers and/or word processors.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6502

EEO Code: N-02

Pay Code: CS-64

Group: Clerical and Administrative

Series: General Administrative

Effective Date: December 8, 2005