

**CITY OF FONTANA
EXECUTIVE SECRETARY TO THE CITY MANAGER**

DEFINITION: Under direction from the City Manager, performs a variety of highly responsible, confidential and complex secretarial and administrative duties in providing staff assistance to the City Manager. Exercises functional and technical supervision over lower level clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Provide complex secretarial and administrative support to City Manager: screen calls, visitors, and mail; respond to sensitive requests for information and assistance; maintain appointment schedules and calendars; process personnel, payroll and purchasing information.
- Type and proofread a wide variety of reports, letters, and memos; type from rough draft, verbal instruction or transcribing machine recordings; independently compose correspondence related to assigned responsibilities.
- Manage and maintain complex technical filing systems and records such as payroll, attendance, budget, production and costs records; maintain manuals and update resource materials.
- Order and maintain office equipment and supplies; order stationary, business cards and supplies for staff as required.
- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disc storage and filing.
- Assist in the maintenance of account balances, intradepartmental ledgers and other internal referencing systems.
- Assist in the preparation and administration of City-wide budgets; monitor budget expenditures.
- Participate in special projects; gather and assemble background information and materials; research, compile and analyze data.
- Provide support services to the City Council as requested by the City Manger.
- Provide information and referrals to the citizens of the community.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and customer service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would proved the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and procedures of record keeping and reporting.
- Basic procedures and techniques of budget preparation and accounting.
- Principles and techniques of business letter writing.
- English usage, spelling, grammar and punctuation.
- Modern office procedures and computer equipment.
- Pertinent Federal, State and local policies, procedures, laws and regulations.
- Basic principles and practices of public relations.

Ability to:

- Provide administrative support in a broad range of areas.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Perform responsible and complex secretarial and administrative work involving the use of independent judgment.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information for executive staff.
- Independently prepare correspondence and memorandums.
- Operate a variety of modern office equipment including a computer.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Implement and maintain standard filing and accounting systems.
- Assist in preparing and monitoring a budget.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Effectively and courteously respond to requests made by the general public and city staff.

Experience: Six years of increasingly responsible secretarial experience.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized secretarial and clerical training.