

**CITY OF FONTANA
SENIOR ADMINISTRATIVE SECRETARY**

DEFINITION: Under general supervision performs a variety of highly responsible, confidential and complex administrative/secretarial duties in providing staff assistance to a Deputy City Manager.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Provides direct and confidential administrative/secretarial support to one or more professional, executive positions; receives visitors; schedules appointments; prepares, edits, assembles and distributes correspondence, reports, documents, agendas, and other materials; attends meetings and takes notes, and may transcribe recorded dictation.
- Composes correspondence and performs routine administrative tasks associated with sub-components of programs; establish and carry out record keeping procedures; interface with other City staff and outside agencies in obtaining information and coordinating activities.
- Organize and Maintain records such as payroll, attendance, budget, production and costs records; maintain manuals and update resource materials.
- Order and maintain office equipment and supplies.
- Assist in the preparation of departmental budgets; monitor budget expenditures.
- Participate in special projects; compile and analyze data as assigned. May serve as administrative/secretarial support to a board, committee or commission; prepare agendas and assemble background materials; transcribe minutes of the meetings, and perform related support services.
- Analyze situations carefully and adopt effective courses of action.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other 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, 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 when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds is also required.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have a working knowledge of:

- Modern office procedures and computer equipment and related software.
- Principles and procedures of record keeping and reporting.
- Basic procedures and techniques of budget preparation and accounting.
- Principles and techniques of effective business correspondence composition.
- English usage, spelling, grammar and punctuation.
- Basic functions and organization of municipal government operations.

Experience: Four (4) years of progressively responsible administrative/secretarial experience.

Training: Completion of the twelfth grade supplemented by specialized secretarial or clerical coursework.

Skill In: Operation of a variety of office equipment, including typing at a minimum rate of 60 net words per minute.