

**MAJOR FUNCTION**

This is responsible work as a personal assistant to a department director. The Executive Secretary participates in the management of the supervisor's program by performing secretarial, clerical, and administrative duties requiring, in addition to a good working knowledge of the organization and programs under the supervisor's jurisdiction, an immediate knowledge of the supervisor's policies, views (especially in regard to current problems and issues), and special interests. An Executive Secretary is frequently confronted with emergencies, frequent interruptions, and changing needs. Work is performed under general administrative supervision.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Answers incoming telephone calls, and greets visitors. Serves as personal assistant to key managers in planning, initiating, and coordinating various secretarial and administrative tasks. Determines which calls should be directed to the supervisor and handles others personally. Makes arrangements for conferences and informs participants of topics to be discussed, and provides background information to them. Attends conferences to take notes or is briefed on meetings immediately after they take place. Composes detailed or summary accounts of conferences, and informs staff members of developments in such conversations and meetings. Keeps informed of the current status of work in process throughout the supervisor's organization. Receives incoming mail. Determines mail which can be handled personally and forwards the remaining as appropriate. Reviews memoranda, correspondence, and action documents before forwarding to supervisor. Keeps supervisor's calendar, establishes priorities at own discretion; and sets up, shifts, or refuses appointments. Supplies information and supervisor's views on various issues. Serves in a liaison capacity between the supervisor, staff, subordinates, and other offices. Drafts letters of acknowledgment and notification when the need for such is recognized. In the supervisor's absence, signs correspondence in his/her name. Insures that all official and social obligations are met. Obtains information and may participate in special projects. Develops material for supervisor's use in public speaking engagements. Assists in monitoring expenditures of assigned area, and assists in preparing annual budget. Trains new employees in office procedures and equipment use. Coordinates work schedules of subordinates, and assists in hiring process. Performs related work as required.

**Other Important Duties**

May obtain bids for supplies and process purchase orders. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the organization, operations, governing laws, and regulations of the City. Thorough knowledge of modern business English. Considerable knowledge of modern business practices, procedures, and equipment. Ability to exercise independent judgment in making decisions for supervisor in his/her absence. Ability to understand and interpret complex oral and written instructions. Ability to maintain confidentiality when processing documents of a sensitive nature. Ability to operate standard office equipment, including computer/word processor and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a high school diploma or an equivalent recognized certificate, and five years of secretarial and/or office clerical experience; or possession of a Certified Professional Secretary Certificate and one year of post-certification experience. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for up to a maximum of two years of the required experience.

Necessary Special Requirements

Ability to type at the rate of 35 correct words a minute.

Ability to take and transcribe dictation at the rate of 80 words a minute is required for designated positions allocated to this class.

A valid Class E State driver's license may be required at the time of appointment for designated positions allocated to this class.

Revised: 11-07-80  
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05-28-92  
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