

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 128**

**EXECUTIVE SECRETARY**

**GENERAL**

Specialized, administrative and very responsible secretarial work for the City Manager. Supervision and direction is received from the Manager who confers with the employee on unusual or complex administrative and legal problems. Supervision may be exercised over subordinate clerical personnel.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Acts as secretarial and administrative assistant to the City Manager.
- Interprets administrative policy and decisions as explained and directed.
- Performs public relations function with the public, department heads, officials and personnel and visitors.
- Coordinates meetings, conferences and appointments for the City Manager.
- Prepares weekly Commission Agenda by inputting information into the computer, copying, and distributing.
- Takes and transcribes difficult technical dictation if necessary.
- Prepares reports and records.
- Takes calls and answer inquiries.
- Opens and sorts mail.
- Composes correspondence independently and maintains records and files.
- Maintains some accounting, payroll, and other department bookkeeping records.
- Maintains official records.
- Processes purchase orders.
- Sorts and opens mail daily for the City Manager and City Commission.
- May take and transcribe minutes of meetings.
- Processes all materials for meetings.
- Prepares special reports at the request of the City Manager.
- Performs travel arrangements for the City Manager.
- Collects information from a variety of sources and compiles data for special and periodic reports.
- Prepares the department or staff payroll, prepares and maintains departmental personnel records.
- May supervise clerical or secretarial employees.
- Supervises the flow of communications for the office.
- Supervises and trains subordinate clerical employees.
- Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard office practices, procedures, equipment and secretarial techniques.
- Knowledge of business English, spelling and arithmetic.
- Skill in operating standard office, word processing, and computer equipment.

- Ability to interpret and apply policies and procedures.
- Ability to make difficult arithmetic calculations and to set up complex forms and statistical tables.
- Ability to type, take, and transcribe dictation accurately at a reasonable rate of speed.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to work independently in the absence of specific instruction.
- Ability to understand and follow written and verbal instructions.
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- Ability to communicate effectively, both verbally and in writing, using excellent English.
- Ability to meet the public effectively.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent G.E.D.; commercial college or business school training. Extensive experience in progressively responsible secretarial work.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to sit for long periods of time while using a computer.

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

**Rev 10/15**

**Bargaining Unit:** Non- Bargaining

**FLSA:** Non-Exempt

**Classification:** 25/50

**Location:** City Manager's Office

**GERS:** Regular Class