

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 127

DEPARTMENT HEAD SECRETARY

GENERAL

Difficult, specialized and very responsible clerical, secretarial and administrative work for an organizational division of the City. Supervision and direction is received from the supervisor 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

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Acts as secretarial and administrative assistant to the head of a division of a large department. Interprets administrative policy and decisions as explained and directed. Relieves the division head of clerical details, operational administrative matters. Transmits orders and instructions with the authority of the supervisor.

Performs public relations function with the public, department heads, officials and personnel and visitors. Coordinates meetings, conferences and appointments for the department head.

Takes and transcribes difficult technical dictation. 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. Processes purchase orders.

May take and transcribe minutes of specific Boards. Processes all materials for meetings. Maintains official records. May supervise clerical or secretarial employees. Supervises the flow of communications for the office. Prepares special reports. Performs travel arrangements for supervisor.

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;

Operates standard office, word processing and data entry equipment;

Supervises and trains subordinate clerical employees;

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques;

Thorough knowledge of business English, spelling and arithmetic;

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.

MINIMUM QUALIFICATIONS

Graduation from High School; commercial college or business school training and considerable 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 items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

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