

POSITION TITLE: ADMINISTRATIVE SECRETARY

DEPARTMENT: VARIED

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Varied

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for providing overall administrative assistance and support to key City organizations and departments.

JOB RESPONSIBILITIES

Gathers appropriate background and supplemental information to provide support to selected City officials

Provides responsible administrative assistance and support to the Department Director or other departmental staff

Oversees the day-to-day operations and activities of the offices

Assembles agendas and meeting packets, attends meetings, and prepares minutes of meetings as needed

Greets citizens and guests of City Hall and responds to their inquiries as appropriate

Formats and types letters, reports, charts, and other documents requiring special formatting or containing complex terminology, such as contracts, legal documents and reports

Interacts with staff from other departments, elected officials, and the general public independently, in person, or by telephone in order to respond to inquiries, receive and document complaints and service requests, and resolve problems; may deal with sensitive and confidential personnel matters

Composes correspondence to expedite the processing and completion of work

Schedules meetings and appointments

Sets up and maintains confidential and sensitive department files

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less and lift/push/pull up to 30 pounds.

REQUIRED SKILL SETS

Occupational/Technical Skills

Ability to use spreadsheet, database, word processing and selected job-specific software

Must maintain a valid Ohio Driver's license and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to process paperwork effectively

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Knowledge of filing methods and records management techniques

Knowledge of modern office equipment

Cognitive Skills

Ability to deal with a variety of concrete variables in situations where significant standardization exists

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to perform standard business arithmetic, including percentages and decimals

Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference

Ability to draw accurate conclusions from financial and numerical

material

Ability to research, compile and summarize a variety of informational and statistical data and materials

Knowledge of basic budgetary principles and practices

Ability to develop original, unusual, successful approaches

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting and is subject to pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two year associate degree or equivalent; three to five years progressive experience including senior level administration and clerical support; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.