

Classification Title: Executive Secretary

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Coordinates and performs a variety of administrative and secretarial duties in support of a department head or other management staff. Serves as a liaison between the department head, managers and other entities as required. Work assignments may be complex in nature where considerable judgment, tact, creativity and initiative are required in resolving problems and performing tasks that may be confidential or sensitive in nature in accordance with policy.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Prepares and posts meeting agendas. Takes and prepares minutes of departmental, board, commission or committee meetings. Arranges for and sets up meeting rooms.
2	S	Researches and retrieves records, documents and other materials for the department. Enters information and maintains data files of departmental activities.
3	S	Maintains supply inventories. Orders supplies and materials. Maintains records of materials and monitors budget expenditures. Processes regular reports as required.
4	S	Answers the phone, takes messages and answers inquiries from departments, citizens, clients and outside agencies. Maintains departmental files, calendars and related information.

CLASSIFICATION REQUIREMENTS:

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Education	High school diploma.
Experience	Three years of experience performing general administrative support or secretarial duties.
Equivalent Education & Experience Accepted?	Yes
Certification and Other	None.

Requirements

CLASSIFICATION REQUIREMENTS	
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.