

JOB TITLE: **CMO ADMINISTRATIVE SECRETARY** APPROVED: _____
DEPARTMENT: City Manager's Office
CLASS. CODE: 00224
CIVIL SERVICE: NON-CIVIL SERVICE: X EFFECTIVE: 10/05/2016
COMPETITIVE: NON-COMPETITIVE: X
EXEMPT: NON-EXEMPT: X
FULL-TIME: X PART-TIME:

JOB SUMMARY:

Under direction the City Manager, First Assistant City Manager, and/or Assistant to the City Manager, performs clerical and secretarial work requiring knowledge of department operations and familiarity with basic functions of all city departments. Work in close contact with the city employees and the public. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

Perform secretarial and clerical functions for the City Manager's Office requiring discretion, skills, and knowledge of the City Manager's Office and City of Richardson. Assist in preparation of mail, notices, presentations, and minutes for City Council and City Council / Homeowners Association Presidents Meetings. Provide effective liaison among the Assistant City Manager, First Assistant City Manager, City Manager, and Assistant to City Manager; and between the First Assistant and Assistant City Manager and subordinate department heads. Assist the public, city officials, and employees with questions requiring knowledge of policies and procedures. Screen telephone calls tactfully. Communicate courteously and effectively with the public, city officials, and other city employees, in person, in writing, and by telephone, even under stressful conditions. Use diplomacy and tact, and maintains effective working relationships; function well in small team environment with high profile assignments and multiple short deadlines. Work independently in absence of specific instruction or supervision. Use personal computer and various software applications, including but not limited to Microsoft Office. Perform Notary Public functions. Arrange, index and file letters, and documents. Maintain appointment calendars as required. Reserve meeting rooms as needed. Make travel arrangements and associated room accommodations. Prepare bills to be paid, maintaining proper accounting procedures. Read documents and computer screen. Greet and assist incoming visitors. Answer incoming telephone calls. Research files to assist staff in answering inquiring. Lift, carry, push, and/or pull up to 35 pounds of office supplies and equipment.

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OTHER JOB FUNCTIONS:

Efficiently and safely operate and care for assigned equipment. Maintain acceptable appearance of general office space.

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REQUIRED DEGREES, CERTIFICATES, AND/OR LICENSES:

High school diploma or GED required. Notary Public certification required.

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EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

2-3 years of experience required in general secretarial work or extensive experience in related field. Must have the ability to use tact and diplomacy. Must be able to work well in small team environment, and communicate courteously and effectively with others. Must be able to organize effectively, re-prioritizing as needed due to changing conditions. Must be able to maintain calm even under stressful working conditions. Must be able to work without the need for constant supervision.