

POSITION DESCRIPTION

Class Title: Administrative Secretary (Job Class Code: 0010) **Effective Date:** December 2, 2015
Department: Airport, Engineering, Finance, Planning, Recreation **Pay Grade:** 10
FLSA Status: NE

GENERAL PURPOSE:

Position performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to the head of a department or a higher-level executive, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Position works under the general supervision of the Department Head.

SUPERVISION EXERCISED:

Position may supervise other non-exempt full time, part time or temporary staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
2. Answers in-coming calls and routes callers or provides information as required.
3. Receives the public and answers questions; responds to inquiries from employees, citizens, and others; and refers, when necessary, to appropriate persons.
4. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Assists the department head in researching, writing, and editing data for reports, budgets, contracts etc.
5. Schedules meetings and arranges the physical space for various boards, commissions, or committee meetings and attends meetings as required by department head. Coordinates travel plans for staff.
6. Prepares records such as payroll, notices, minutes, and resolutions.
7. Acts as a custodian of departmental documents and records. Establishes and maintains filing systems, control records, and indexes using moderate independent judgment.
8. Maintains inventories and orders office supplies and materials, maintains records relating to the departmental budget.
9. Schedules appointments and performs other administrative and clerical duties in the maintenance of the department head's calendar. Maintains a suspense file on upcoming department matters to be handled or that requires the attention of the department head.
10. Operates a vehicle to conduct department business as requested by department head.
11. Performs other work related duties as assigned.

AIRPORT

1. Performs customer service duties by taking service requests for fuel, oil, towing and lavatory service. Reserves and secures rental cars, hotel reservations, and catering orders as requested by airport customers. Insures customer service delivery levels are maintained at the highest level. Keeps Line Technicians and Operations Supervisor informed of all customer service issues and complaints in a timely manner.
2. Assists Operations Supervisor with tracking fuel inventory levels and information and completion of grant paperwork.
3. Serves as a liaison between Operations Supervisor and the EAA, LADOTD and FAA regarding airport issues.
4. Maintains and disseminates FAA Notifications, Airport Operational Policies and NOTAMS (Notice to Airman) to airport patrons.
5. Responsible for data entry utilizing accounts receivable and securing payment for all services rendered, including processing credit cards and accepting cash for services rendered. Under supervision of the Public Operations Department performs all close out procedures daily for

- balancing monies received.
- 6. Prioritizes tasks and issues fuel orders and all other related services and needs to line technicians. Monitors and dispatches on the Unicom radio. Answers emergency communications and communicates proper notification to internal staff.
- 7. Maintains terminal building housekeeping and appearance and performs other collateral duties as assigned.

ENGINEERING

- 1. Assists Director with administration of engineering capital projects.
- 2. Assists Director with correspondence relating to all Engineering projects, regulatory agency issues, citizen requests, and any other City matter related to Engineering.
- 3. Assists citizens, contractors, and engineering firms with development permit applications both residential and commercial and maintains permit log.
- 4. Assists citizens, engineering firms and surveying companies with flood zone information.
- 5. Catalogs and maintains the flood information records for audits by FEMA, including (but not limited to) elevation certificates, flood insurance rate maps, and letters of flood insurance rate map revisions and amendments.
- 6. Assists Director with all contract payments for Engineering projects and maintains files on such payments
- 7. Assists other departments and citizens in printing and scanning large format maps, plans, drawings.
- 8. Responsible for hyperlinking development permits both residential and commercial to the city's GIS mapping program.
- 9. Responsible for selling bid, proposal, or quote packets when applicable to Engineering projects.

FINANCE

- 1. Assists Director in the preparation of budget. Assembles all data and prepares final budget document packet.
- 2. Handles special projects for the Finance Department as assigned by the Department Director.
- 3. Assists Director in the preparation of the Comprehensive Annual Finance Report.
- 4. Maintains originating file and database on contract payments. Records payments and files original contracts.
- 5. Serves as backup for telephone operator when the telephone operator is away i.e. lunch, vacation, sick leave, etc.
- 6. Responsible for purchasing supplies for department and maintaining inventory.
- 7. Processes and records receipt of Franchise Tax Payments, City Court Payments, & Miscellaneous Revenue Payments.
- 8. Receive bids, proposals, quotes, and then compiles documents required to document proper procurement.
- 9. Acts as liaison between Finance and other departments.

PLANNING

- 1. Coordinates meeting activities for the Planning and Zoning Commissions and Board of Zoning Adjustments, including compiling and distribution of detailed agendas, issuance of required notification letters, and the scheduling of adequate meeting locations and facilities.
- 2. Properly and timely posting properties affected by various land use hearings before the Planning and Zoning Commissions and the Board of Zoning Adjustments with meeting notices according to State and local law.

- Prepares public meeting notices for said hearings for publication in the official journal of the City according to State and local law.
3. Attends all meetings of the Planning and Zoning Commissions and the Board of Zoning Adjustments to record the minutes of said meetings for subsequent transcription and recordation of those minutes in appropriate public format.
 4. Prepares and composes routine correspondence and memorandums; types reports, letters, memorandums, etc. for Director and professional staff. Maintains files on all activities of the Planning and Zoning Commissions and Board of Zoning Adjustments.
 5. Prepares and maintains time sheets for office staff, recording all work and leave periods for entire department. Ensures that time sheets are signed by the Director.
 6. Responds to, forwards, and records complaints and work requests from the public, Council, Planning and Zoning Commissions, and the Board of Zoning Adjustments.
 7. Assists or coordinates in the special departmental projects.
 8. Opens, date-stamps, routes, and distributes incoming mail. Processes outgoing mail.
 9. Maintains the city property files.
 10. Maintains annexation lists.
 11. On a monthly basis, hyperlinks planning documents to the GIS base map.
 12. Performs related work as required.

RECREATION

1. Assists Director in the preparation of the annual report and the budget.
2. Prepares contracts for booking Park services and venues. Assists with proper scheduling of facilities and fields.
3. Schedules concessions staff based upon bookings.
4. Coordinates new hire paperwork for all seasonal staff with Civil Service.
5. Trains seasonal staff on park procedures and may provide supervision over volunteers, seasonal employees and some subordinate recreation workers.
6. Provides administrative oversight for Summer Recreation Program. Schedules parent/staff disciplinary meetings; obtains applications, medical verification, birth certificate verification and other documents needed for Summer Recreation Program.
7. Maintains Gym membership program and oversees free-play activity
8. Serves as the point of contact for Parks & Recreation in the absence of the Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a high school or GED equivalent with specialized course work in general office practices such as keyboarding, filing, accounting, and bookkeeping;
2. Four years of related clerical experience as a clerk or secretary with the city or;
3. Two (2) years of increasingly responsible secretarial experience, or any equivalent combination of related higher education and experience.

Necessary Knowledge, Skills and Abilities:

1. Ability to type 55 WPM;
2. Working knowledge of computers and word processing, spreadsheet and data base software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices. Ability to achieve a score of 70% on Word and 50% on Excel;
3. Ability to transcribe information from machine may be required based on department need;
4. Skill in operation of listed tools and equipment;
5. Ability to perform cashier or accounting duties accurately;

6. Ability to effectively meet and deal with the public;
7. Ability to communicate effectively verbally and in writing;
8. Ability to handle stressful situations; and
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to travel between city properties and facilities.

SPECIAL REQUIREMENTS

Must possess a valid Driver's License

TOOLS AND EQUIPMENT USED

Multi-line phone; mainframe computer terminal; personal computer including word processing, spreadsheet and database software; transcription machine; voice recorder; copy machine; postage machine; fax machine; base radio; and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Civil Service Director

Approval: _____

Department Director

Approval:  _____
Department Director

Approval:  _____
Department Director

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Department Director

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Department Director