

MAJOR FUNCTION

This is responsible work as personal assistant to the City Treasurer-Clerk. Work is characterized by initiative, independence, requiring flexibility, good judgment and diplomacy and involves continual inter-organizational relations and extensive public contact. An employee in this class is responsible for performance of functions that are varied in subject matter and level of difficulty and range from standardized clerical assignments to administrative duties. Work requires the application of an extensive working knowledge of the City organization and its programs, services and functions. Work is performed under general and administrative supervision and is reviewed through conferences, observation and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Sorts and prioritizes City Treasurer-Clerk's mail and assigns to other divisions of the department for responses when necessary. Schedules appointments and maintains the City Treasurer-Clerk's appointment calendar. Receives and announces the general public, government officials, staff, and City Commissioners visiting the City Treasurer-Clerk's office; conducts necessary research and recommends appropriate action; independently resolves issues that do not require the attention of the official. Interacts daily with elected officials, City administrators, City staff and the general public. Assists the official in preparing agenda items for City Commission meetings. Researches data, edits, coordinates all departmental agenda items. Types all correspondence, sets up and maintains file system. Makes all travel arrangements for the City Treasurer-Clerk and prepares and maintains all required documents. Attends staff meetings, records work assignments, follows up with participants. Works directly with division administrators to facilitate status reporting on respective assignments, purchasing functions, annual budget, personnel and weekly time and leave data for the department. Makes arrangements for conferences including location, time, place, participants, etc. Assists in training of new clerical employees of the department. Serves as the primary administrative contact for the office of the City Treasurer-Clerk for budget, purchasing and Human Resource matters. Has daily interaction as liaison for the official with members of the public, all divisions of the department, and the City Commission. Performs other related work.

Other Important Duties

May serve as recording secretary at staff meetings. Conducts studies and surveys to collect information on operational and administrative issues. Provides support to the City Commission. Performs other related work.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the organization, operations, and governing laws and regulations of the Treasurer-Clerk's office. Thorough knowledge of modern business practices, methods, procedures, and equipment including microcomputer and related software. Ability to analyze facts and exercise good judgment in arriving at valid conclusions. Ability to understand and interpret complex oral and written instructions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to maintain confidentiality with documents or data of a sensitive nature. Ability to establish and maintain effective working relationships with subordinates, other departments, and appointed and elected officials. Ability to receive the public and promote a favorable and lasting good impression. Considerable skills in the use of microcomputer programs and applications used by the City.

Minimum Training and Experience

Possession of a bachelor's degree in public administration, business administration, or a degree accepted in the field for which the vacancy exists and two years of staff or administrative experience,

or an equivalent combination of training and experience. A Certified Professional Secretary Certificate may substitute for one year of the required experience.

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