

CITY OF BURBANK

SECRETARY TO THE CITY MANAGER

DEFINITION

Under direction, to perform confidential and complex secretarial work for the City Manager; to do related work as required.

ESSENTIAL FUNCTIONS

Coordinates the clerical function within the City Manager Office; supervises employees; relieves the City Manager of routine administrative matters; takes and transcribes dictation from the City Manager; screens telephone callers by furnishing information or by referring them to proper departments; registers all communications received and routes and maintains controls on matters referred to departments for investigation or action; makes appointments, arranges conferences and special City functions, and maintains Manager's business calendar; develops and maintains office files; makes travel arrangements; handles confidential correspondence for the City Manager; composes memoranda and letters; operates calculator, word processor, and other office equipment; may operate computer terminal to enter, modify or retrieve data.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office methods, procedures and equipment; basic English usage, spelling, grammar, and punctuation; basic arithmetic and accounting methods; municipal organizations; principles and practices of sound supervision.
- Ability to - plan and direct the work of others; operate a variety of office equipment, including word processor and computer terminal; work independently and exercise judgment and initiative in performing assigned duties; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with officials, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent increasingly responsible office and secretarial experience and high school graduation or equivalent, including or supplemented by courses in secretarial or business office practices. Ability to take shorthand or stenotype dictation at a speed of 90 words per minute and transcribe it accurately within 30 minutes; ability to type accurately from clear copy at a speed of 55 net words per minute. NOTE: Additional qualifying experience may be substituted for the required education on a year-for year basis.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.