

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: SECRETARY TO THE CITY COUNCIL

DEPARTMENT: CITY COUNCIL

BASIC FUNCTION:

Under functional direction, to perform responsible and confidential secretarial and staff assistance duties for the Mayor, City Council members and City Manager's office; and to do related work as assigned.

KEY RESPONSIBILITIES:

Prepare a variety of materials for the City Council, including composing memos and correspondence, responses to questionnaires, resolutions, proclamations, certificates of appreciation and other documents.

Assist members of the public with inquiries regarding the city and other public agencies, both in person and on the telephone, utilizing considerable independent judgment disseminating information.

Perform research and gather information for City Council members in order to prepare responses to constituent inquiries.

Create presentation materials in graphics and written formats.

Coordinate meetings and maintain daily calendar of events for the Mayor and members of the City Council.

Act as the first point of contact for the Mayor and City Council, interfacing with all levels of the elected officials, city departments and regional agencies.

Coordinate award and recognition programs for city Boards and Commission groups, citizen volunteers and community organizations.

Arrange a variety of special events, including dedications, annual meetings and training events.

Prepare annual budget, including analyzing and collecting necessary data and monitoring on-going accounts for the City Council office.

Make travel and meeting arrangements for the Mayor and City Council.

Maintain a filing and recall system for the City Council and staff.

Supervise, train and evaluate staff as assigned.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Functions and organization of municipal government, including the roles and responsibilities in the organization.
- City of Carlsbad internal organization, services, staff and activities.
- Modern office practices and procedures including business correspondence, filing and standard office equipment operation.
- Correct English usage, spelling and punctuation.
- Software applications, e.g., word processing, spreadsheet, presentation graphics or database programs on microcomputer systems as required.

Skill to:

- Type accurately at a net corrected speed of 60 words per minute.

Ability to:

- Perform difficult and responsible secretarial and staff work.
- Exercise good judgment and make sound decisions in accordance with established procedures and policies.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Plan, organize and coordinate special events and programs.
- Take notes at meetings and conferences or otherwise provide for the recording of proceedings and prepare clear and concise reports.
- Prepare reports and compose correspondence independently.
- Communicate clearly and concisely, orally and in writing.
- Transcribe from notes or tape recordings.
- Maintain confidentiality of sensitive materials as necessary.
- Supervise, train and evaluate staff as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical background would include:

Equivalent to completion of the twelfth grade, including or supplemented by specialized secretarial or business training, and five years of increasingly responsible clerical and executive level secretarial experience, involving frequent contact with the public.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Attendance at periodic evening meetings or travel within city boundaries to attend meetings may be required.

This is an at-will management/confidential classification.

DATE APPROVED: Mar. 15, 1999