SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Executive Secretary - Finance & Information Services

Revision Date: 3/2005
EEO Code: Administrative Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of Director of Administrative Services, assists visitors, answers phones, handles executive and office correspondence, maintains confidential records, prepares agendas, and performs other related duties.

III. Essential Duties

Office Management
- Assist visitors and answer phones
- Write correspondence for Administrative Services Director.
- Schedule appointments and staff meetings for Administrative Services Director.
- Arrange out-of-town travel for Director and other department staff.
- Receive, open and distribute Administrative Services and I.S. mail.
- General maintenance of copy machine, printer, and fax machine.
- Maintain and update GRAMA report for department.
- Schedule use of Administrative Services Conference Room, I.S. Training Room & Projector System.
- Assist with Voice Mail training.
- Assist Deputy Director as needed.

Budget
- Assist Director during budget preparation.
- Prepare budget calendar for new fiscal year
- Get bids and follow through with final budget printing.
- Maintain 2 years of budget preparation files.

IV. Marginal Duties

Purchasing
- Prepare requisitions for all Administrative Services department purchases.
- Order and keep inventory of all miscellaneous office supplies.
- Get bids for and order Payroll Checks, Accounts Payable Checks, W2's and 1099's.
- Assist Purchasing Agent during absence with bid openings, emergency purchase orders, and answer questions.

Payroll
- Record and administer time card reporting for all Administrative Services employees.
- Assist Payroll Officer in distributing final checks, receiving payroll changes, and answering employee questions.

CAFR
- Assist Controller with Comprehensive Annual Financial Report.
- Prepare confirmation letters for the Auditors.

Other
- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent; One year secretarial or business training.

Experience: Two years of related executive secretarial experience; may substitute an additional year of experience for required training.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; transcription; data entry and word processing; effective filing procedures.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, and tools; discretion and responsibility is required when working with employee's salaries and other personal employee information; maintaining payroll confidentiality and other personal information on file.

Communication Skills: Glean relevant information to inform personnel and the public regarding City ordinances and practices; able to calmly communicate and resolve problems with angry or upset claimants; frequent contact with executives on matter requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; contacts with other departments, requiring tact and judgement to avoid friction.

Tool, Machine, Equipment Operation: Type 65 wpm; transcription and shorthand; simple research and data collection; report preparation and minor budget data preparation; regular computer use is required with ability to operate mainframe system and word processing software; regular use of printer, phone system, and copier; occasional use of fax machine and electronic typewriter.

Analytical Ability: Work credibly with confidential personnel records; organizational skills including the ability to prioritize in order to meet deadlines.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to occasional exposure to stressful situations and deadlines; constant attendance is required; work procedures are established, only unusual cases are referred to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.