

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## ADMINISTRATIVE SECRETARY / ANALYST

### **JOB PURPOSE**

Under direction of the City Manager or department head, to provide staff assistance in the administration of the department; conduct research and analysis on a variety of subjects, prepare draft reports, and work on special projects; coordinate budget preparation and implementation; perform administrative secretarial support, and do related work as required.

### **EXAMPLES OF DUTIES**

Administrative Secretary/Analyst may perform any of the duties set forth in the class specification for Administrative Secretary III. In addition:

#### **Essential Duties:**

- Provides administrative assistance to the City Manager or department head;
- Perform the duties of the City Clerk in his/her absence;
- May serve as back-up to record proceedings of the City Council and other official bodies;
- May provide lead direction to clerical support staff;
- Coordinate preparation and implementation of the budget and other reports;
- Compile and analyze data;
- Compose final correspondence and staff reports;
- Perform contract review and analysis;
- Collect, compile and analyze data from various sources and perform special studies;
- Research issues and prepare responses as directed;
- Assist with controlling the department budget;
- Compile and analyze compensation programs;
- Coordinate personnel functions including recruitment of new personnel.

#### **Marginal Duties:**

- Produce computer graphs, charts and spread sheets;
- Performs other related duties as assigned;
- Maintain petty cash fund.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination equivalent to completion of high school and at least five years secretarial experience, including at least two years in a responsible administrative support capacity. Supplemental college experience desirable; or any combination of education and experience which provides the skills, knowledge, and abilities listed. A typical way to obtain these qualifications would be through two years of continuous service with the City of Scotts Valley as an Administrative Secretary II or III, OR a degree from an accredited college or university in business, public administration or a related field, and two years of responsible administrative experience.

**Ability to:** Communicate courteously and effectively with the public and other staff; maintain the ability to be flexible in dealing with people and events; perform research on subjects related to the administration of the City; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; type accurately at a minimum of 60 words per minute; and/or transcribe from Dictaphone accurately at a reasonable rate of speed; reason and learn new techniques and equipment such as computer hardware and software; read, interpret, and apply policies, laws, rules and regulations; make mathematical calculations at a high school level; follow oral and written instructions; plan and organize own work and work space; take direction from several supervisors; ability to prioritize; remain calm under pressure; work independently with minimum supervision; meet established deadlines; establish and maintain effective working relationships with the public, department and Citywide staff, as well as City advisory bodies.

**Knowledge of:** Office practices and procedures; basic mathematics; correspondence forms and correct punctuation, spelling, grammar and vocabulary; and basic records retention systems; telephone techniques; letter and report writing, composition, and proofreading of reports, memos, and correspondence; standard office equipment; knowledge of the organization and operation of a municipal government; knowledge of effective work management and scheduling techniques; general knowledge of the function of the department.

**Driver's License:** Possession of a valid, appropriate State of California driver's license.