



# CITY OF CHINO

## Secretary to the City Council

### **Definition:**

The Secretary to the City Council performs a variety of highly responsible administrative and secretarial duties in support of the Mayor and City Council and performs related work as assigned.

### **Class Characteristics:**

This is a single position classification.

### **Essential Functions:**

- Provide responsible secretarial support to the City Council. May also provide secretarial support to the City Manager, Assistant City Manager, and Administration Department management staff as directed.
- Develop and maintain the filing/retrieval system for documents related to City Council activities.
- Maintain the City Council's calendar; schedule appointments and meetings; make and confirm reservations; provide reminder to the City Council regarding various meetings, official duties, pending appointments, and responses due; and make travel arrangements.
- Gather information regarding upcoming meetings or events (in conjunction with the Community Liaison) and ensure that the City Council is fully informed of pertinent facts and details. Coordinate with the Public Information Officer to ensure speeches and notes are prepared and provided to City Council Members.
- Coordinate with other public and private agencies, offices, and elected and appointed officials, individuals, and organizations involving City Council Members. Make facility and refreshment arrangements as needed.
- Research, retrieve, and provide information to the City Council.
- Prepare documents and arrange for signing of documents by City Council Members; prepare correspondence for City Council.
- Assist the City Clerk in the processing of official documents and public notices; prepare and distribute the agenda for City Council meetings; obtain required agenda materials from appropriate department staff; relay requests from the City Manager to City staff; and, follow-up on City Council actions as directed by the City Manager.
- Transmit information to, and on behalf of, the City Council via telephone, cell phone, voicemail, fax, e-mail, U.S. Mail, or personal delivery.
- Perform follow-up on City Council concerns as directed by individual City Council Members.
- Provide information to the City Council on City policies, procedures, and programs.

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- Adhere to deadlines and handle multiple projects and priorities based on the needs of the City Council.
- Receive telephone calls and visitors for the City Council.
- Take accurate notes.
- Open mail and provide comments and suggestions to assist in the handling of related follow-up by obtaining status/facts from City staff about situations referenced in correspondence or from other communications.
- May investigate and resolve citizens' questions and inquiries on behalf of the City Council.
- Gather all information and items needed for City Council ceremonial matters, such as resolutions, proclamations, plaques, certificates and awards.
- Proofread and verify for accuracy all written work including, but not limited to, letters, resolutions, proclamations, plaques, certificates, and awards, checking for proper spelling of names, titles, dates, etc., in advance of time due to allow for changes as needed.
- Perform a variety of specialized support duties related to the functions of the City Council.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).

### **Experience:**

- Four or more years of responsible secretarial or administrative assistant experience which involved responsibilities of a highly sensitive nature and contact with the public, and training in the clerical/secretarial occupational field.

### ***Thorough knowledge of:***

- Secretarial and general office procedures and office equipment used in secretarial work.
- Modern office practices and research methods.
- Municipal government operations.

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- Minute taking procedures.
- Records processing and maintenance procedures and systems.
- Investigative techniques useful in resolving citizens' inquiries.
- Data processing systems/applications.

### **Proficient skill in:**

- Shorthand or speedwriting and transcription (desirable).

### **Skill in:**

- Operation of a variety of office equipment, including ability to type at a *minimum* rate of 60 net words per minute.

### **Ability to:**

- Provide responsible secretarial work with independence and initiative.
- Use good judgment in handling highly sensitive and/or confidential records and files with discretion and maintain the privacy of such information.
- Perform specialized work requiring a high degree of accuracy.
- Work with the public in situations requiring diplomacy and tact.
- Understand, explain, and apply policies and procedures.
- Compile and maintain complex and specialized records and files.
- Operate a computer and utilize a variety of software programs.
- Communicate clearly and concisely, both orally and in writing.
- Compose correspondence independently.
- Use and edit documents for correct English, grammar, punctuation, and spelling.
- Understand and follow verbal and written directions.
- Work safely and efficiently.
- Coordinate activities with a variety of public and private agencies, offices, and other elected and appointed officials, individuals, and organizations.
- Establish and maintain effective working relationships with public officials, City staff, and the community at-large.
- Maintain a professional appearance and decorum.

### **Special Requirements:**

- Provide certification of ability to type at a *minimum* rate of 60 net words per minute, with no more than 10 errors.
- Work a varying schedule including weekends, evenings, and special events when needed.
- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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### **Physical Profile:**

Category I

Link to description [here](#)

### **Employee Unit:**

SBPEA (Professional, Technical and Clerical)

Revised: 8/8/11

Replacing Secretary to the City Council classification specification dated 10/27/06.

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