Town of Danville

ADMINISTRATIVE SECRETARY
Recreation Services Department
(Administration)

DEFINITION
Provide administrative level support for the Recreation Services Department.

SUPERVISION RECEIVED AND EXERCISED
Receives direct supervision from Assistant Town Manager, Recreation Services Manager and/or Program Supervisors.

ESSENTIAL JOB DUTIES
Prepare a wide variety of reports, letters, memoranda, statistical charts and other materials from rough draft, copy, notes, transcribing machine recordings, independently compose correspondence related to assigned responsibilities; respond to complaints and requests for information on regulations, procedures and systems; independently perform all of the office support work of the department functions; review work upon completion for accuracy and conformance to Department/Town requirements; perform general office support work, including filing, scheduling appointments, coordinating meetings and processing mail and purchasing information; answer phones and maintain Department library and both paper and electronic files. Serve as recording Secretary to Commissions and prepare agendas and notifications, assemble background materials, take minutes of meetings and process post-meeting documents. Provide support to Commission and Council members as needed. Performs duties within OSHA standards.

OTHER JOB DUTIES
Process incoming phone calls and respond to citizen complaints in a responsive and understanding manner. Maintain staff calendars and provide other support as needed.

QUALIFICATIONS
Knowledge of:
Microsoft Word (type accurately at a speed of 65 words per minute), merge documents, spreadsheets and aptitude for learning new computer functions; excellent English grammar skills; experience with complex filing systems, effective oral and written communication skills; knowledge of city government desirable.

Ability to:
Work as a member of teams; perform tasks with a minimum of instruction; organize and prioritize workload for self and others; exhibit flexibility in changing priorities

when necessary; manage deadlines and handle stressful situations; maintain confidentiality; perform as a leader within the work group; work with the public and respond to resident concerns in a calm and understanding manner; communicate effectively in both oral and written form and participate in ongoing training in order to maintain high level of customer service and general performance.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible clerical/ secretarial work, including at least two years at the executive/administrative secretary level.

Education:

The equivalent of the successful completion of twelfth grade including or supplemented with specialized classes in secretarial skills and office procedures.

License:

Possession of a valid California State Driver's License.

Updated: August, 2010