

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION

ADMINISTRATIVE SECRETARY / ANALYST TO CITY MANAGER

JOB PURPOSE

Under direction of the City Manager, to provide staff assistance in the administration of the office of the City Manager; conduct research and analysis on a variety of subjects, prepare draft reports, and work on special projects; 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;
- 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.

Marginal Duties:

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

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; 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.

City Council Approval Date: April 7, 1999