

# **EXECUTIVE SECRETARY (PLANNING)**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – L605

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position provides secretarial and administrative support to the Planning Department and similar support to Planning Commission. Track Department expenditures, staff overtime and time off. The Executive Secretary also researches and compiles information for administrative projects.

## **SUPERVISION RECEIVED**

This classification works under the general supervision of the Planning Director.

## **SUPERVISION EXERCISED**

This classification coordinates the work of administrative staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Composes and prepares correspondence, reports, memos, ordinances, resolutions, agendas, and other documents related to City planning.
2. Compiles information and reference materials for the Director or the public as requested.
3. Responds to planning inquiries from the public (e.g., zoning information, home occupation permits, setback requirements) and refers appropriate inquiries to Planning Department staff.
4. Makes and records appointments, prepares schedules, makes travel and conference reservations, and relays or secures information on behalf of the Director or other Planning Department staff to outside parties.
5. Identifies appropriate recipients of land-use documents, prepares and distributes meeting notices and agendas, attends meetings as required to take or record minutes, and transcribes and distributes minutes.
6. Maintains files and records, completes personnel forms and reports, and develops improved office procedures.
7. Completes forms related to the budget and various grants, and tracks expenditures to keep the Director informed regarding account balances; and
8. Maintains the inventory of office supplies.
9. Follows all safety rules and procedures established for work area.

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## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work area in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Advanced knowledge of secretarial principles, practices and techniques;
- Advanced knowledge of records maintenance, financial and statistical record keeping, business English, grammar, punctuation, spelling;
- Advanced knowledge of word processing software;
- Advanced knowledge of administrative research, report writing;
- Advanced knowledge of municipal departmental functions and public relations techniques;
- Knowledge of accounting sufficient to track department expenditures; and
- Knowledge of operation of standard office equipment.

### **Abilities**

- Ability to communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE AND EDUCATION**

Requires the equivalent to high school education plus additional specialized training and four years secretarial experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties.

## **DESIREABLE EXPERIENCE AND EDUCATION**

Previous experience within a planning environment and knowledge of specific word processing software utilized within the Department is desired.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and other standard office equipment. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

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## **WORKING CONDITIONS**

Usual office working conditions. The noise level in the work environment is typical of most office environments. The position requires evening meetings and overtime.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Adopted: 10/94

Revised: 05/01