

**CITY OF FONTANA  
ADMINISTRATIVE SECRETARY**

**DEFINITION:** Under general supervision from the Department Director, performs a variety of highly responsible, confidential, and complex secretarial and administrative duties in providing staff assistance to the Department Director and other management staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Type and proofread a wide variety of reports, letters, and memos; type from rough draft, verbal instructions, shorthand notes, and/or recordings; independently compose correspondence related to assigned responsibilities.
- Provide general clerical and administrative support to Department Director and staff; screen calls, visitors, and mail; respond to sensitive requests for information and assistance; maintain appointment schedules and calendars; make travel arrangements; process personnel, payroll, and purchasing information.
- Sort, code, scan, organize, and maintain complex technical filing systems and records such as payroll, attendance, budget, production, and costs records; maintain manuals and update resource materials.
- Perform specialized projects including collecting, compiling, and summarizing information obtained.
- Order and maintain office equipment and supplies; order stationary, business cards and supplies for Department Director and staff as required.
- Assist in the preparation of departmental budgets, monitor budget expenditures.
- Participate in special projects; compile and analyze data as assigned.
- May serve as secretary to a board or commission; prepare the agenda and assemble background materials; transcribe minutes of the meetings and perform related support services.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Perform any other tasks deemed necessary to the daily operations of the employer.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge and a background in the following:

- Principles and procedures of advanced record keeping and reporting.
- Principles and practices of classifying, indexing, processing, retrieving, and controlling a large volume of records.
- Basic procedures and techniques of budget preparation and accounting.
- Principles and techniques of business letter writing.
- English usage, spelling, grammar, and punctuation.
- Sound judgement and attention to detail.
- Thorough mastery of modern office procedures and practices
- Expertise in using computer equipment and software, including word processing applications such as Microsoft Office Suite, at an advanced level.
- Procedures, policies, and operating details of municipal government.

### **Ability to:**

- Plan, organize, and carry out administrative work to meet deadlines.
- Handle highly sensitive information and maintain confidentiality.
- Compose correspondence and business letters from brief instructions.
- Provide administrative support for a broad range of areas.
- Maintain a Department Director's and other management staff's working calendars, schedule appointments and meetings.
- Learn, interpret, and apply Federal, State, local and department policies, procedures, laws, and regulations.
- Perform responsible and complex secretarial work involving the use of independent judgment.
- Analyze situations carefully and adopt effective courses of action.
- Maintain confidential data and information for executive staff.
- Independently prepare and respond to routine correspondence and memorandums.
- Operate a variety of modern office equipment, including a personal computer, telephone, and electronic devices.
- Transcribe dictation at a speed necessary for successful job performance.
- Review operational problems and develop, evaluate, and recommend proposed solutions
- Perform specialized projects including collecting, compiling, and summarizing information obtained.

**EXPERIENCE AND EDUCATION:**

**Experience:** Four (4) years of increasingly responsible secretarial experience, including at least one (1) to two (2) years of experience supporting senior level management. Municipal/public sector government experience is highly desirable.

**Education:** Equivalent to the completion of the twelfth grade, supplemented by specialized secretarial and clerical training. An Associate's Degree is preferred.

**Skills:** A typing speed of 50 net wpm.

**LICENSES/CERTIFICATIONS:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, and physical examination.