

**City of Imperial Beach
Position Description**

Title: Administrative Secretary I
Department: Public Works, Community Development
Fire Department, Administrative Services
Division: Administration

GENERAL PURPOSE

Under general supervision, to perform a wide variety of budgetary, financial, administrative and technical support duties for an assigned department and/or division; and to assist in oversight of assigned administrative processes and programs. Will involve administrative task/project management to assist the Department Director in meeting departmental objectives.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director, Community Development Director, Fire Chief, and/or Administrative Services Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

Answers incoming calls and routes callers or provides information as required.

Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Receives, stamps and distributes incoming mail, processes outgoing mail;

Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.

Plans conferences and training sessions. Coordinates travel plans for staff.

Operates radios as needed and assists in radio communications; operates base radio as required.

Operates listed office machines as required.

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Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Prepares and monitors work orders.

Schedules appointments, and performs other administrative and clerical duties.

PERIPHERAL DUTIES

Issues routine non-technical permits and operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

KNOWLEDGE OF

Modern office practices, procedures and terminology; letter and reports writing; statistical recordkeeping methods, correct English usage, spelling and punctuation; operations of assigned department; basic functions and organization of municipal government.

ABILITY TO

Communicate effectively; utilize word processing equipment efficiently; type at a net rate of 55 words per minute from clear legible copy; operate transcription machine as may be required; employ independent judgment and make sound decisions in accordance with established procedures; work independently; establish and maintain effective working relations with all levels of staff, elected officials and the general public.

LICENSES, CERTIFICATES OR SPECIAL REQUIREMENTS

Possession of an approved certificate, less than one year old, indicating ability to type at a net rate of 55 words per minute may be required. Designated position requires the possession, or ability to obtain a valid Class C California Driver's License. Required to know Microsoft for work, excel, & power point software; copy machine; postage machine; base radio; calculator and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25

pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.