



# CITY OF BANNING, CALIFORNIA

## Executive Secretary

Job Code: 1610

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of duties associated with providing administrative support services to an assigned department or division.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Receives and screens visitors and telephone calls. Schedules appointments for the Department Director. Provides information to others regarding processes and procedures of assigned department. Maintains and distributes applicable forms for department. Receives, logs and distributes outgoing and incoming mail. Types and writes letters, memos, informational material and correspondence. May act as liaison to press and other City officials. May coordinate the work of others.

Researches information and prepares reports. Prepares required staff reports. Prepares agendas and related documents. Transcribes minutes for assigned department meetings. Maintains and orders department supplies. Maintains confidential files for Department Director. Monitors department budget. Prepares purchase requests and submits bills for payments. Enters invoice requests. Processes invoices for payment. Reconciles petty cash.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of customer service techniques and principles.
- Knowledge of file and records management principles and workflow procedures.
- Knowledge of the use of office supplies and equipment.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** four (4) years of secretarial or office administration experience.

**ADDITIONAL REQUIREMENTS:** May be required to work outside the traditional work schedule.