

## ADMINISTRATIVE SECRETARY

**DEPARTMENT** : **COMMUNITY DEVELOPMENT OFFICE**  
**SALARY** :  
**FLSA** : **NON-EXEMPT**  
**CIVIL SERVICE** : **EXCLUDED**  
**BARGAINING UNIT** : **NON-BARGAINING**

### GENERAL STATEMENT OF DUTIES

Professional administrative position under the general direction of the Community Development Director, involving the performance of varied and complex administrative, secretarial, and bookkeeping tasks requiring the use of independent judgment, and exercising a high level of discretion in dealing with confidential matters. Work is performed with limited supervision. May assign work to other clerical staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

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| <ol style="list-style-type: none"><li>1. Proficient in utilizing a variety of Microsoft Office programs, or the applicable software. Prepares and types on a personal computer legal documents, contracts, letters, memos, agendas, minutes, reports and forms, from rough draft or dictation, and composes documents for review, as directed by supervisor.</li><li>2. Prepares weekly payment vouchers for invoices from the rehabilitation contractors, sub-recipients and other Community Development vendors.</li><li>3. Prepares bi-weekly payroll on applicable software and maintains individual benefit records for the department.</li><li>4. Prepares and compiles monthly agenda packets for the Community Development Board, and assists in taking and transcribing minutes for each meeting.</li><li>5. Review, sort and distribute office mail. Assists in answering incoming phone calls and responds to inquiries for information, providing information based on knowledge of Community Development policies, regulations and procedures or directs inquiry to appropriate person.</li><li>6. Assists the Rehabilitation Department utilizing the One-Roof software formats in preparing bid documents, contract and loan packets for clients in the Rehabilitation and Emergency Repair program, as well as other miscellaneous clerical duties.</li><li>7. Assists with file and loan document preparation for the Down Payment Assistance Program, coordinating details electronically with the lender, realtor and client for each loan closing.</li></ol> | <ol style="list-style-type: none"><li>8. Communicates with lenders, homeowners or title agents on requests for loan subordinations, prepares the Subordination Agreements, collects the fees and documents progress.</li><li>9. Prepares Council Agenda items and Travel Requests for submission.</li><li>10. Maintains master list of loans and prepares mortgage releases for the various rehabilitation, emergency repair and down payment loans expiring monthly.</li><li>11. Assists in Demolition and Site Clearance projects by preparing bid packets, contractor and staff notifications, collection of fees, contract documentation, pre-demo meeting and file management.</li><li>12. Maintains petty cash accounts for department.</li><li>13. Designated as an authorized IDIS and LOCCS user for approving drawdowns in the reporting systems.</li><li>14. Maintains office filing systems and assists in collection of data for annual and semi-annual reports and applications.</li><li>15. Orders office supplies and maintains an inventory of various forms and publications for the Department.</li><li>16. Communicates with Waterloo Courier on legal publications.</li><li>17. Monitors required updates for the Community Development website and Facebook pages.</li><li>18. Communicates with and maintains effective working relationships with supervisors, coworkers, elected officials, other City department administrative and clerical staff, contractors and the public.</li></ol> |
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19. Makes decisions in accordance with department and City policies and established regulations.
20. Works independently and with others with minimum supervision.
21. Works under strict time constraints.
22. Attends work regularly at the designated place and time.
23. Performs all work duties and activities in accordance with City, Community Development, HUD and OSHA policies, procedures and safety practices.
24. Performs all other related duties as assigned.

**REQUIRED KNOWLEDGE & ABILITIES**

1. Thorough knowledge of secretarial functions, terminology, office procedures and equipment.
2. Ability to type at least 50 words per minute net of errors (verification of typing speed required at a later time if being seriously considered for position).
3. Ability to maintain confidentiality regarding personnel and sensitive information.
4. Thorough knowledge of and ability to use Microsoft Office Programs: Word, Excel, Publisher and learn other specialized software applications appropriate to assigned duties and responsibilities; ability to enter and retrieve information and update records on computer.
5. Ability to speak clearly and distinctly, write legibly, prioritize work, produce a quality product within strict time lines and handle multiple tasks.
6. Ability to answer questions and provide information to the public and other City staff in person, by telephone or by email in a clear, concise and easily understandable manner.
7. Ability to exercise independent judgment and make decisions based on Community Development and City policies and applicable government regulations.
8. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

**ACCEPTABLE EXPERIENCE & TRAINING**

1. Associate's Degree (two year) in secretarial or business-related field with minimum two years

experience as executive or administrative secretary in an office setting

**OR**

High school graduate/GED with minimum four years experience as executive or administrative secretary in an office setting with post high school formal education in secretarial or clerical field.

**OR**

Any equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Previous experience working in a City government office preferred.

**ESSENTIAL PHYSICAL ABILITIES**

The following physical abilities are required with or without reasonable accommodation.

1. Sufficient clarity of speech and hearing that permits the employee to communicate effectively with supervisors, other employees and the public in person or by telephone.
2. Sufficient vision and manual dexterity that permits the employee to operate personal computer and other standard office equipment, handle files and other papers, perform customer service duties and other secretarial responsibilities.
3. Sufficient personal mobility that permits the employee to move from one work area or City Hall location to another.

**MISCELLANEOUS**

1. The City of Waterloo will conduct a background investigation, including employment and criminal history checks on any applicant being considered for this position.
2. Required to submit to and successfully pass one or more interviews.
3. Required to verify word processing, spreadsheet and other clerical skills through testing as determined by the City Clerk.

**WORK SCHEDULE**

8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Limited overtime. May be required to occasionally attend evening meetings.