

RECREATION SECRETARY

General Statement of Duties: Performs difficult secretarial and administrative tasks; does related work as required.

Distinguishing Features of the Class: This is important secretarial and administrative work and is distinguished from the Secretary I class by the requirements of a broader knowledge of the City and the Recreation department's operations, more frequent contacts with top level officials of the City or other units of government and the handling of a greater variety of matters with a view toward conserving the time of a superior. Considerable judgment and tact are required in handling the many diverse problems that occur. Improper action might have serious public relations implications. The work is partially reviewed upon completion but frequently it is impractical to review the data compiled, letters composed or the records prepared. Immediate supervision may be exercised over one or two subordinates. Work is supervised by the Superintendent of Recreation.

Examples of Work: (Illustrative Only)

- Takes and transcribes difficult dictation of minutes, letters, memoranda, articles and addresses relating to general City operations Prepares replies to correspondence from brief dictated notes or on own initiative;
- Types complex statistical and other reports;
- Screens visitors, telephone calls and incoming mail and personally answers those inquiries which in the employee's judgment do not require the supervisor's attention;
- Makes appointments for the Superintendent and reminds them of appointments or other matters that should be called to their attention;
- Prepares requisitions, vouchers, budget forms and other data;
- Prepares bid files for lease agreements (Bishop Park Concession Stand, Boat Ramp)
- Prepares contracts for lease agreements/facility rentals
- Searches files for materials to serve as background for reports or permits requested;
- Takes employment applications and maintains personnel records;
- Types purchase orders, quotations or statistical tables;
- Prepares and processes general City payroll;
- Customer service, program registrations, handles complaints from citizens;
- Operates the City's purchasing and personnel software system;
- Operates personal computer with word processing and spreadsheets;
- Operates various other office machines.
- Maintains office inventory and orders supplies when necessary
- Trains new clerical staff
- Shared responsibility for cash drawer and daily deposits

Required Knowledge, Skills and Abilities: Thorough knowledge of office terminology, procedures, equipment and of business arithmetic and English; good knowledge of the AS 400 system; good knowledge of the operations of City government; ability to take and transcribe dictation at a high rate of speed; ability to operate personal computer and set up spread sheet programs and possess good knowledge and skills in word processing; ability to meet top level officials and others with tact and diplomacy and to maintain effective relations with the public and fellow employees; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to work under pressure and make decisions in accordance with laws, ordinances, regulations and established procedures ability to make relatively complex mathematical computations rapidly and accurately; good judgment; tact and courtesy; good physical condition.

Acceptable Experience and Training: Considerable progressively responsible experience in clerical and secretarial work and completion of a standard high school course and preferably business school training, with completion of two years college work highly desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.