Executive Secretary

Employer Information

Organization Name: City of Elkins
Reports To: City Clerk
Job Location: Elkins, WV-26241
Hours/Week: 40 hours
Salary: $25,750/yr.

FLSA Status: Non-Exempt
Prepared By: Jessica Sutton
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Job Purpose

Under regular (general) supervision, provides high-level administrative support to the Mayor and to the City Clerk. Work involves conducting research, preparing various reports and documents, fielding information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings, maintaining files and logs, and performing other related tasks. Work may be of a sensitive nature.

Tasks

- Initiates telephone calls; answers the telephone; screens and directs calls to appropriate personnel; takes and relays messages.
- Greets and assists office visitors.
- Performs administrative and secretarial work for the Mayor, including but not limited to, composing correspondence, scheduling appointments and maintaining calendars and making travel arrangements, including material of a confidential nature.
- Prepares, types and proofreads speeches, proclamations, letters of recommendation, support letters, certificates and the like as needed.
- Provides administrative support to the City Clerk, including but not limited to, posting notices, distributing council packets, occasionally taking and transcribing minutes, and the maintenance of council and committee records.
- Processes daily incoming and outgoing departmental mail.
- Performs routine bookkeeping duties as assigned, including preparing and processing purchase orders.
- Orders, stocks and issues office supplies for the Mayor, Council and the City Clerk.
- Performs various routine clerical duties as required, including but not limited to entering computer data, copying and filing documents, retrieving files, sending and receiving faxes and e-mails, assembling and collating documents.
- Distributes, receives and processes event request forms, sound system use applications and solicitor’s licenses.
- Provides information to and answers general questions from staff and the public regarding City procedures and regulations, or refers to appropriate department if necessary.
• Assists with coordination, promotion and documenting of City events, activities and projects.
• Attends staff and City meetings as required.
• Provides administrative support for committees, boards, or other special groups within assigned functional areas; represents City management at meetings as assigned.
• Maintains confidentiality of privileged and sensitive information related to city business and personnel matters.
• Compiles information, data and types statistical and narrative reports; gathers information as required. Inspects documents, forms, records and other materials for accuracy and completeness. Assures conformance to established guidelines and standards. Organizes and maintains a variety of files and records.
• Monitors budget and other financial records for the Mayor’s Office.
• Performs Notary Public duties as requested.
• Attends training, meetings, seminars and/or workshops to enhance job knowledge and skills.
• Receives and/or reviews various records, reports, forms, purchase orders, invoices, memos and correspondence.
• Gathers articles, or other relevant print materials, for City scrapbook and maintains the same.
• Solicits city employees for department-related materials to include in a monthly internal newsletter; drafts and distributes the newsletter.
• Coordinates with the External Affairs Specialist on media projects as directed.
• Refers to directories, policy and procedure manuals, computer manual, dictionary, codes/laws/regulations, publications, and reference texts, etc.
• Uses a variety of office equipment and materials such as telephone system, shredder, computer workstation, copier, printer, fax machine, calculator, digital camera and audio-visual equipment.
• Operates a variety of computer software such as Microsoft Office and budgeting software.
• Interacts and communicates with various groups and individuals such as City Clerk, other Administrative Officers, City Attorney, co-workers, Mayor, City Council members, other City employees, the media, vendors, and the general public.
• ADDITIONAL JOB FUNCTIONS
• Provides clerical support to other City departments as directed by City Clerk.
• Engages in grant searching, writing and administration as directed by City Clerk.
• Serves on various employee committees as required.
• Performs related work as required.

Work Activities

• Communicating with Supervisors, Peers, or Subordinates
• Establishing and Maintaining Interpersonal Relationships
• Getting Information
• Organizing, Planning, and Prioritizing Work
• Communicating with Persons Outside Organization
• Performing Administrative Activities
• Interacting With Computers
• Scheduling Work and Activities
• Updating and Using Relevant Knowledge
• Processing Information
Physical Demands
The employee will occasionally stand; walk; reach with hands and arms;stoop, kneel, crouch, or crawl. The employee will regularly sit; talk or hear; and use hands to finger, handle, or feel. Must be able to climb stairs daily.

Lifts Weight or Exerts Force Work Environment
The employee will occasionally lift up to 25 pounds; rarely lift up to 50 pounds; and the employee will frequently lift up to 10 pounds.

Visions
Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus;

Qualifications

Education and Experience
Requires a high school diploma or GED equivalent with a minimum of two years of experience in clerical or secretarial work; or any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities. Must have a valid West Virginia driver’s license and must meet eligibility requirements to become a notary in the State of West Virginia.

Skills

Basic Skills
- **Active Listening**
  Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension**
  Understanding written sentences and paragraphs in work related documents.
- **Speaking**
  Talking to others to convey information effectively.
- **Writing**
  Communicating effectively in writing as appropriate for the needs of the audience.
- **Critical Thinking**
  Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Skills
- **Service Orientation**
  Actively looking for ways to help people.
- **Coordination**
Adjusting actions in relation to others' actions.

- **Social Perceptiveness**
  Being aware of others' reactions and understanding why they react as they do.

- **Negotiation**
  Bringing others together and trying to reconcile differences.

- **Instructing**
  Teaching others how to do something.

**Complex Problem Solving Skills**

- **Complex Problem Solving**
  Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Resource Management Skills**

- **Time Management**
  Managing one's own time and the time of others.

- **Management of Material Resources**
  Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

**Desktop Computer Skills**

- **Databases**
  Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

- **Graphics**
  Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

- **Internet**
  Using a computer application to create, manipulate, edit, and show virtual slide presentations.

- **Navigation**
  Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

- **Presentations**
  Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).

- **Spreadsheets**
  Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

- **Word Processing**
  Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents

**Knowledge**

**Required**

- Clerical
- English Language
- Customer and Personal Service
- Computers and Electronics
• Administration and Management

**Tools**

- **Scanners**
  - Data input scanners
  - Scanners

- **Desktop calculator**
  - 10-key calculators

- **Desktop computers**
  - Desktop computers

- **Digital cameras**
  - Digital cameras

- **Laser fax machine**
  - Laser facsimile machines

- **Liquid crystal display projector**
  - Liquid crystal display LCD video projectors

- **Notebook computers**
  - Laptop computers

- **Personal computers**
  - Personal computers

- **Personal digital assistant PDAs or organizers**
  - Personal digital assistants PDA

- **Photocopiers**
  - Photocopying equipment

- **Portable data input terminals**
  - Handheld computers

- **Special purpose telephones**
  - Multi-line telephone systems

**Technology**

- Enterprise resource planning ERP software
- Graphics or photo imaging software
- Indoor and outdoor sound system software