City of Council Bluffs

Job Description

Administrative Secretary

Department: Fire
Supervisor: Fire Chief
Location: Fire Headquarters
FLSA Status: Non-Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: July 2020
Union: Non-Union
Pay Grade: 13

Summary: Performs a wide variety of administrative and clerical duties for a Department Head. This position exists in multiple City departments; therefore, the other duties as assigned may vary based on the department.

Essential Duties and Responsibilities:

- Performs secretarial and office management duties for a Department Head:
  - Types a variety of materials including letters, reports, forms, statistical material, etc.
  - Acts as receptionist for Department Head
  - Prepares memos and resolutions for City Council agenda
  - Processes requests for duplicating services
  - Maintains an inventory of necessary office supplies
  - Handles incoming and outgoing mail and inter-office correspondence
  - Operates personal computer, printer, scanner, copy machine, and fax machine
- Keeps records; organizes and maintains files; compiles information and statistics:
  - Processes and maintains department's records of purchases and prepares bills for payment
  - Researches, compiles, and computes data
  - Maintains the departmental personnel records
  - Prepares departmental payroll
  - Maintains confidentiality of records
  - Prepares Personnel Action (PA) forms when necessary
  - Compiles monthly, annual, and special reports on departmental activities as required by City policy and State or Federal laws
  - Explains benefits and assists new employees and terminating employees in filing insurance, retirement, and other necessary forms
  - Reviews payroll input from all departments for accuracy, calculates termination pay and other benefits

    - Maintains attendance, vacation, and pay records of departmental employees
- Establishes effective working relationships with public and staff:
    - Contacts staff and public to obtain information or to discuss matters of mutual interest
    - Handles and screens complaints and questions from employees and the general public
    - Interprets and informs staff in matters relating to City policies, procedures, and union contracts when applicable
    - Advises public in regards to City ordinances and policies
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
This job has no supervisory responsibilities.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- High School Diploma or General Education Degree (GED)
- A minimum of five (5) years' experience in secretarial work preferably supplemented with a business school course
- Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:
- Iowa Notary or ability to obtain Iowa Notary if selected for this position

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

Other Skills and Abilities:
- Thorough knowledge of the functions, office procedures, and practices of the department to which assigned
- Ability to use personal computer, spreadsheet, database, and word processing application programs
- Some knowledge of modern accounting practices
- Ability to make work decisions in accordance with laws and established procedures
- Thorough knowledge of City policies, procedures, and union contract provisions
- Ability to proficiently perform all secretarial duties
- Ability to exercise independent judgment

- Ability to prepare and analyze reports
- Ability to organize and maintain records
- Ability in typing, proofreading, and related clerical skills
- Ability to communicate effectively orally and in writing
- Ability to form effective working relationships with City officials, staff, and the general public