



# CITY OF LODI

## COUNCIL COMMUNICATION

**AGENDA TITLE:** Class Specification for Secretary to the City Manager

**MEETING DATE:** March 18, 1998

**SUBMITTED BY:** Human Resources Director

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**RECOMMENDED ACTION:** That the City Council approve the class specification for the position of Secretary to the City Manager.

**BACKGROUND INFORMATION:** The class specification for this position has not been reviewed since 1985. The attached class specification has been updated to accurately reflect the existing duties and responsibilities.

There are no recommended changes in the salary range for this position.

**FUNDING:** None

Respectfully submitted,

Joanne M. Narloch, Human Resources Director

cc: City Attorney

APPROVED: \_\_\_\_\_

H. Dixon Flynn -- City Manager

RESOLUTION NO. 98-47

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CLASS SPECIFICATION FOR THE  
SECRETARY TO THE CITY MANAGER

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RESOLVED, that the Lodi City Council does hereby approve the class specification for the Secretary to the City Manager, as shown on Exhibit A, attached hereto and made a part hereof.

Dated: March 18, 1998

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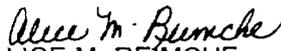
I hereby certify that Resolution No. 98-47 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 18, 1998 by the following vote:

AYES: Council Members - Johnson, Land, Mann, Pennino and Sieglock  
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None

  
ALICE M. REIMCHE  
City Clerk

CITY OF LODI

March 18, 1998

**SECRETARY TO THE CITY MANAGER**DEFINITION:

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the City Manager and associated administrative staff; may provide lead direction to a small clerical support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the highest level secretarial class of the City. This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this management level require the frequent use of discretion, initiative, and independent judgment, as actions can have a significant effect upon City operations or public relations activities. Responsibilities include regular contact with government officials, City Council or board or commission members; representative of business or community organizations, the public, and all levels of City personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Receives and screens visitors and telephone calls, providing information which may require the use of judgment and interpretation of policies and procedures.
- Maintains the City Manager's calendar, scheduling meetings, screening requests and ensuring that the City Manager is cognizant of meeting times and individuals.
- Directs and trains office support staff in the City Manager's office.
- Researches, compiles and summarizes a variety of informational materials.
- Opens mail and either personally handles or routes for handling to appropriate department.
- Coordinates departmental activities with those of other City departments, including follow-up on projects assigned to other departments.
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or printed materials; uses word processing equipment and may input or retrieve data and prepare reports using an on-line or personal computer system.
- Initiates specified correspondence independently for signature by the City Manager or associated administrative staff.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various administrative, reference, and follow-up files.
- Transmits information to others from the City Manager and associated administrative staff.

EXAMPLES OF DUTIES (continued):

Keeps informed of pertinent City and departmental activities.  
Organizes own work, sets priorities and meets critical deadlines.

MINIMUM QUALIFICATIONS:

Knowledge of:

Standard office administrative and secretarial practices and procedures, including business letter writing and the operation of common office equipment, including a word processor and a personal computer.

Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.

Record keeping, report preparation, and filing methods.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic budgetary principles and practices and business arithmetic.

Basic supervisory principles and practices.

Basic records keeping principles and practices.

Ability to:

Provide varied, responsible, and often confidential secretarial and office administrative assistance to the City manager and associated administrative staff.

Use initiative and independent judgment with established guidelines.

Use tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work.

Analyze and resolve administrative situations and problems.

Research, compile, and summarize a variety of informational materials.

Compose correspondence independently or from brief instructions.

Type at a rate of 50 net words per minute from printed copy.

Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.

Provide work direction and review for assigned staff.

MINIMUM QUALIFICATIONS (continued):

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Five years of increasingly responsible secretarial and clerical experience involving frequent contact with the public, including one year of support provided to a high level administrator.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.