City of Bellingham
# Classification Specification

| | |
|---|---|
| **CLASS TITLE** | **Administrative Secretary** |
| **DEPARTMENT** | **Interdepartmental** |
| **UNION:** | **1937** |
| **SG:** | **110** |
| **CS:** | **Yes** |
| **FLSA:** | **Y** |
| **EEO/SOC CODE:** | **AS/43-6011** |

## NATURE OF WORK:

Serves as confidential executive secretary to department director or other senior management staff and performs administrative office coordination duties to support department office operations. Conducts research, prepares complex and detail correspondence and reports, develops office forms and procedures. Reviews contracts and other legal documents for completeness; allocates and updates contract and/or budget records. Processes new hires and personnel-related records. Serves as clerical support staff to boards, councils and commissions.

## DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Administrative Secretary classification are executive-level administrative positions distinguished from Office Assistant III classification by the responsibility for performing the most complex and confidential administrative assignments and for performing administrative office management tasks for department directors or senior management requiring independent judgment to coordinate all activities of a major program or project. Incumbents may have lead worker responsibilities.

## SUPERVISORY RELATIONSHIPS:

Reports to department director or senior management position. Work is performed independently under general supervision and the guidance of City, department and division policies, rules and regulations and City ordinances and codes. May provide technical guidance and day-to-day direction to lower classified staff.

## ESSENTIAL FUNCTIONS:

1. Coordinates the office operations of a department director or manager. Develops office forms, systems and procedures, and assists with administrative office management tasks involving personnel, budgeting and facilities.

2. Conducts research, prepares complex correspondence, documents, reports and spreadsheets from brief instructions or notes using word processor. Verifies, edits and formats documents and correspondence that include proprietary and confidential information. Reviews contracts and other legal documents for completeness. May prepare and publish legal notices as directed and in accordance with established procedures and legal requirements.

3. Serves as clerical support staff to boards and commission and performs duties such as: prepares agendas and supporting materials; takes and transcribes minutes; prepares and distributes final minutes and reports; conducts follow-up assignments as necessary.

4. Coordinates retention of Division files including preparation of records for archives, tracking records locations and transmittal to the repository or Records Center according to Local Government Common Records Retention Schedule.

5. Compiles data from a variety of sources and prepares summary reports as directed. May involve statistical calculations and tabulations in accordance with established formulas. Posts and balances financial records, compiles data for department budgets and maintains records of expenditures.

6. Processes purchase orders and requisitions assuring proper approvals, coding and records. Purchases office supplies and equipment for the City or department; coordinates custodial or building maintenance problems.

7. Schedules appointments for department director, manager and others to which assigned. Arranges and coordinates meetings for boards, commissions and outside agencies. Keeps those served informed of itineraries and appointments. Arranges local or out-of-town reservations for conferences, transportation and lodging for City personnel or visitors to the City as directed.

8. Screens incoming calls, mail, email, in-person visits and other requests evaluating the relative importance of each. Provides detailed information regarding established department, division or City services or processes within scope of authority.

9. Maintains follow-up system on reports or actions which are required on a periodic basis such as employee status changes, due dates for regular reports and license renewals.

10. Serves as administrative support for tasks involving personnel-related records including payroll changes, appointments and related forms. Provides administrative and logistical support for job interviews. Prepares paperwork for new hires, separations and maintains confidential personnel records.

11. May serve as lead worker to lower classified staff. Organizes, assigns and monitors work; provides training, technical guidance and feedback. Provides feedback on employee performance to supervisor. Coordinates work on large clerical projects.

12. May serve as Time Administrator. Runs preprogrammed payroll/timekeeping reports, verifies information and processes corrections as directed by management staff to ensure data is complete and correct; submits payroll information to the Payroll Department within established deadlines.

13. Independently conducts major clerical projects.

**ADDITIONAL WORK PERFORMED:**

1. Performs other related work within the scope of the classification.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES)**:

**Knowledge of:**
- Thorough knowledge of office principles and practices and an ability to use standard office equipment such as computer, phone system, copier, fax, etc.
- Knowledge of City office policies and procedures and ability to apply and explain them in detail as required in performing duties.
- Working knowledge of the Department's purpose, policies and procedures, functions and practices.
- Thorough knowledge of software applications with the ability to perform extensive editing and formatting of documents and prepare large documents for publication.
- Knowledge of parliamentary procedures, rules governing public meetings and public disclosure guidelines.
- Working knowledge of bookkeeping and ability to add, subtract, multiply and divide with accuracy.

**Skills in:**
- High literacy skills including reading, business and technical composition, standard English usage, punctuation, grammar, spelling and letter format.
- Transcribing spoken/dictated/taped material and prepare summary minutes of public forum meetings, accurately and in a timely manner.
- Exceptional time management skills with proven ability to prioritize workload for completion in a timely manner and in accordance with strict deadlines.
- Strong oral communication and interpersonal skills to establish and maintain effective working relationships with diverse groups of people including department staff, public officials, concerned members of the public and personnel from other City departments or local agencies.
- Strong skills in providing customer service to internal and external customers using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.
- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.

**Ability to:**
- Work independently and make appropriate decisions regarding work methods and priorities to carry out position responsibilities.
- Compose routine correspondence and to proofread the work of others.
- Communicate effectively with others to explain policies and procedures and to deal with other employees, agencies and the general public using courtesy, tact and good judgement.
- Perform as a supervisory or lead worker with the ability to effectively delegate, evaluate, plan and organize the work of others.
- Maintain the confidentiality of sensitive information and materials.
- Willingness and ability to work irregular hours including evenings.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:

- Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
- Frequently communicate accurate information and ideas with others;
- Move between work sites;
- Occasionally transport objects weighing up to twenty-five (25) pounds.

**WORKING ENVIRONMENT:**

Work is performed primarily at a computer workstation in a busy office environment and includes a normal range of noise and frequent distractions with low everyday risks. Work involves sitting and working in front of a computer terminal for extended periods of time. Occasional work may be required outside of normal business hours due to attendance at various board and/or committee meetings.

**EXPERIENCE AND TRAINING REQUIREMENTS**:

- One year of coursework or training in business administration or related field. Three years of administrative experience including public reception in a busy office environment and providing support and office coordination to a director or manager; education or training in administrative support or similar may substitute year-for-year for experience requirement, up to a 2-year maximum.
- Bookkeeping experience and/or training may be required for some positions.
- Ability to type 60-80 wpm net is required.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required.
- Municipal or other government experience preferred.

**NECESSARY SPECIAL REQUIREMENT**:

- Employment contingent upon passing a criminal background check. Selected positions may require additional background check.
- Ability to work evenings occasionally due to attendance at various board and/or committee meetings.
- Police security clearance is required prior to hire for selected positions.
- Valid Washington state driver's license and good driving record is required for selected positions. Candidates must submit a three-year driving abstract prior to hire.

**PREPARED BY:** Kenny Consulting Group **REVIEWED BY:** _____
Ameleah Sullivan
Interim Human Resources Director

**REVISED BY:** A.Silva
E. Weinberg
12/24

**COMMISSION ADOPTION**: 12/11/2024