

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 23-29 **Post Dates:** November 23 – December 7, 2022

Classification Title: Executive Secretary I

Salary Range: \$33,200 – \$49,000

Location: Public Works

Term of Appointment: Regular/full-time

Probationary Period: 12 months

JOB SUMMARY:

The Executive Secretary job classification fills an essential role within the Public Works department, serving not only as the first point of contact for the department but also as a liaison between the public and department head. In this role, the Executive Secretary is also responsible for managing the Perry Events Center rentals and administration. The incumbent is expected to possess a detailed understanding of the department head's role and responsibilities, as well as the greater department's day-to-day operations and long-term mission, with the ability to fulfill a wide range of citizen and intradepartmental requests and provide outstanding customer service while managing expectations. The right candidate will maintain detailed awareness of the department head's daily workflow and schedule, the ability to maintain discretion and confidentiality is required.

ESSENTIAL TASKS:

- Performs all essential tasks contained in the Senior Secretary job description (gathers data and generates basic reports; manages the department's digital and physical filing system; demonstrates ability to respond in a timely manner to requests; authors accurate and effective letters, forms, emails, and other correspondence; provides recommendations to improve operational efficiency, procedures, and workflow)
- Maintains calendar for department head and any assigned divisions as required; schedules meetings, events, and other functions; keeps department head apprised of day-to-day schedule, upcoming appointments, and any deliverables required in advance.
- Serves as first contact for all visitors to and contact with the department, demonstrating a nuanced understanding of the roles, responsibilities, and functions of the department, its divisions, and individual employees sufficient to answer questions and direct workflow.
- Coordinates department activities, prepares and routes documents, internal and external requests, and other deliverables to ensure timely completion by department staff.
- Screens requests of the department director, re-routing any that should be addressed at a lower level or by a different authority; ensures requests that require a response by the department head are elevated for timely reply.
- Coordinates travel and training, submits reimbursement requests, processes invoices, purchase orders, and other deliverables for department head and any assigned division managers as required.
- Maintains and updates department web page as needed.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR THE POSITION:

- Possess basic proficiency in Microsoft Office suite of applications, with the ability to advance proficiency over time to meet increasing demands or needs of the department.
- Comprehensive knowledge of department and its divisions, workflow, and individual responsibilities and assignments.
- Understanding of and ability to aid the department head's processes, goals, and expectations for the department.
- Basic knowledge of web hosting applications sufficient to add or remove content.
- Awareness of City leadership's expectations for the department and the goals of the department related to the City's strategic plan.

SUPERVISION RECEIVED AND/OR EXERCISED:

Position reports to and is evaluated by department head; is expected to perform nearly all tasks independently, with minimal supervision and assistance. Incumbent may be assigned to participate in task forces, group/special projects, and other assignments.

PHYSICAL DEMANDS:

Class E criteria job demand.

WORK ENVIRONMENT:

Work is generally performed in an indoor office environment during standard business hours, though attendance at early morning/evening meetings may be required. Additional off-hour assignments are possible and may be required.

MINIMUM QUALIFICATIONS:

- One year of experience managing an organizational calendar or one year of experience managing a C-suite level executive's/department head's calendar, plus at least two years of professional experience in an office administration, customer service, or similar role, with a successful record of engaging with the public, staff, and management.
- Demonstrated experience managing a division or larger organization's workflow, screening and routing requests to appropriate individuals and managing customer's/citizen's expectations.
- Ability to read, speak, and write English language in business protocol.
- High school diploma or GED from a certified/accredited institution.
- Basic mathematical ability.

This position requires pre-employment, post accident, and random drug screening.

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AND A CERTIFIED DRUG FREE WORKPLACE**