

**POSITION VACANCY
CITY OF WATERLOO, IOWA**

**EXECUTIVE SECRETARY
MAYOR'S OFFICE**

ESSENTIAL FUNCTIONS, KNOWLEDGE, EXPERIENCE & TRAINING SUMMARY

Under the general direction of the Mayor, using independent judgment, and exercising a high level of discretion in dealing with confidential matters, provides administrative, secretarial and customer service support to the Mayor's Office. **Essential functions include but are not limited to the following:** using Microsoft Word and Excel, prepares and types on a personal computer, correspondence for Mayor and council members, if requested; may occasionally use a typewriter to complete forms or other paperwork; composes documents for review including press releases, memos to department heads and employees, responses to citizen requests or complaints and correspondence to other government entities; assists in preparing confidential Mayor's Office correspondence; edits documents for grammar, punctuation, spelling and language content; assists with preparing agendas and types minutes for ad hoc and standing committees formed by the Mayor; prepares and submits to Finance Department or City Clerk's Office payment vouchers and other department financial documents; acts as liaison between community organizations, City department heads and City Council; schedules appointments for the Mayor and communicates frequently with City Council members and City Department Heads to arrange meetings and to coordinate special events; coordinates City Council agenda items with City Clerk; attends meetings as Mayor's representative, as directed; maintains daily contact with the media and compiles media reports concerning City government activities or issues, as directed; answers department telephone, provides general information, responds to inquiries and complaints or directs caller to correct department; facilitates background research and retrieval of information for various Mayor's Office projects and citizen requests;

maintains all records and files for Mayor's Office; maintains current list of Boards and Commissions and City Council Committees; maintains applications for Boards and Commissions appointments; communicates with and maintains effective working relationships with Mayor and Council, the public and other City employees; makes decisions in accordance with department policies and established regulations; works independently and with others with minimum supervision; attends work regularly at the designated place and time; performs all work duties and activities in accordance with City and Mayor's Office policies, procedures and safety practices; performs all other related duties as assigned. **Acceptable experience & training:** Associate's Degree in administrative or executive secretarial or closely related field from an accredited college or technical school; Bachelor's Degree preferred; minimum five years experience as an executive or administrative secretary or assistant in an office environment **or** any equivalent combination of experience or training that provides the knowledge, skills and abilities necessary to perform the work; ability to type minimum 50 words per minute with no errors; verification of typing speed will be required; proficient in Microsoft Word and Excel. **Required knowledge and abilities include but are not limited to the following:** thorough knowledge of secretarial functions, terminology, office procedures and equipment; ability to respond to citizen complaints or concerns in a calm, respectful and gracious manner; ability to speak clearly and distinctly, write legibly, prioritize work, produce a quality product within strict time lines and handle multiple tasks; thorough knowledge of and ability to use Microsoft Word, Excel and other specialized software applications appropriate to assigned duties and responsibilities, enter and retrieve information and update records on computer; ability to answer

questions and provide information to the public, the media, elected officials and other employees in person and over the telephone in a clear, concise and easily understandable manner; ability to exercise independent judgment and to make decisions based on Mayor's Office and City policies and applicable government regulations; ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds; ability to communicate effectively and maintain working relationships with other City employees, elected officials and the public; ability to maintain confidentiality regarding sensitive information.

This is a confidential, non-bargaining, non Civil Service position.

HOW TO APPLY

Cover letter and resume detailing education, work experience and salary requirements must be received by **5:00 p.m. Tuesday, December 8, 2009.** Send to City of Waterloo Human Resources Department, 620 Mulberry Street, Waterloo IA 50703 or email employment@waterloo-ia.org. Faxes not accepted. Qualified applicants will receive additional information when a resume is received.

Typing verification must be received by **5:00 p.m. Tuesday, December 15, 2009.** Applicants will receive a typing verification form when submitting resume (similar document provided by testing service can be used). This verification must be obtained within the last year from Job Service Workforce Development or an accredited educational institution or employment service verifying ability to type at least 50 words per minute net of errors. The test must be at least a three-minute test. Testing done by a private employer **will not** be accepted. Previous typing tests submitted to the City of Waterloo will not automatically be pulled. The applicant must contact the City Human Resources Office at 291-4303 and make a request to pull the old test keeping in mind it must have been taken within the last year.

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.

EXECUTIVE SECRETARY MAYOR'S OFFICE NOTICE 09
November 2009