



The City of Morgantown, West Virginia

Development Services Department

Position: Executive Secretary
Employee Type: Regular Full-Time
Rate-of-Pay: \$16.69 per hour

Position Description

Scope:

The Executive Secretary works under the supervision of the Director of Development Services and will have a vital role in sustaining exceptional client-service by providing secretarial, clerical, and administrative support and organizational structure in order to ensure that services are delivered and workflow completed in an effective and efficient manner.

Duties/Responsibilities:

- Serve as receptionist to receive calls, electronic mail, and personal appearances by citizens and clients on specific policy procedures, services, and activities; respond to public inquiries; direct the general public and clients to the appropriate staff for services and technical assistance; and, receive, direct, and relay telephone, electronic mail, and facsimile messages.
- Provide organizational structure with emphasis on secretarial support including dictation, typing, preparation, and editing of letters, memorandums, electronic mail, tables, charts, graphs, ordinances, resolutions, forms, reports, presentations, etc.
- Maintain appointment calendar for Director; assist in the planning, gathering of information, and preparation of public and private meetings, conferences, and conference telephone calls; and, notify meeting and conference participants.
- Make preparations for Planning Commission, Board of Zoning Appeals, and committee meetings including the gathering of information and preparation and editing of agendas, memorandums, letters, staff reports, minutes, and meeting packets.
- Encounter extensive contact with other departments and the general public on a daily basis; frequent contact with other agencies, boards, commissions, municipalities, news media, and State and Federal officials.
- Maintain the electronic and paper filing system for the Planning Division and file all applications, documents, and correspondence accordingly; maintain public documents and the confidentiality of all records, reports, and correspondence in the performance of daily activities.
- Maintain an adequate inventory of supplies and equipment and requisition for supplies, maintenance and purchase of equipment, and services for the Department; prepare and maintain payroll documentation for the Department.
- Assist in staffing the Permit Center when necessary; act as a Notary Public for the City.
- Promote an image of professional, ethical, and courteous service as a representative of the City of Morgantown.
- Perform other related work and duties as needed or assigned.

Equipment/Resources Used:

- Office equipment used on a regular basis includes: personal computer, photocopier, facsimile machine, telephone, calculator, document binder, scanner, plotter, recorders/transcribers, digital camera, shredder, Architect/Engineer scale rulers, Planning and Zoning Code manual, etc.
- Field equipment used occasionally includes: city vehicle, cellular phone, camera, video recorder, tape measure and similar equipment, etc.

Working Conditions:

- Physical Demands – The Executive Secretary will spend long periods of time sitting and using office equipment and computers. The Executive Secretary may also have to perform light lifting of supplies and materials from time to time.
- Environmental Demands – The Planning Division and Permit Center are busy facilities. The Executive Secretary will have to manage a number of projects at one time and will be interrupted frequently to meet the needs and requests of residents and clients. The Executive Secretary will need excellent organization and time and stress management skills to complete required tasks.

Knowledge:

- Proficient office administration in a high volume, fast-paced, time-sensitive environment.
- An understanding of relevant legislation, policies, and procedures involving land use and land development planning and regulation.

Skills:

- Computer skills including the ability to operate computerized word processing, spreadsheet, and presentation programs at a highly proficient level.
- Team building skills; outstanding listening, verbal, and written communication skills.
- Analytical problem-solving, decision-making, priority-setting, and multi-tasking skills.
- Time and stress management skills.

Personal Attributes:

- Positive, honest, trustworthy, respectful, and dependable.
- Sound work ethics.
- Exceptional client-service and interpersonal skills possessing cultural awareness and sensitivity.
- Solutions-oriented and flexible.
- Self-motivated, efficient, productive, and detail-oriented with minimal supervision.
- An ability to professionally serve the needs of discontent clients, both in person and on the telephone.

Minimum Qualifications:

- Seven (7) or more years of increasing skill and responsibilities in a secretarial and/or administrative support position at an executive level.
- Minimum typing proficiency of 60 to 70 WPM with 95% accuracy.
- Advanced skill level, with proven experience and proficiency, in using Microsoft Word, Excel, PowerPoint, Adobe Pro, various internet and email applications, CD/DVD writer.

- Superior client-service and interpersonal skills.
- Proven ability to maintain highest degree of diplomacy and confidentiality.
- Proven ability to exercise initiative, judgment, and knowledge in the performance of complex, sensitive, and sometimes difficult duties.
- Proven logical decision-making, priority-setting, organization, and detail-oriented skills.

Desirable Qualifications:

- Associate or Bachelor’s degree.
- Specialized training in secretarial science, business administration assistance, and/or legal office assistance.
- Increasing skill and responsibility in secretarial and/or administrative support within a design professional office (i.e., planning, architectural, engineering) and/or legal office.
- Transcription skills.

Benefits: (brief summary)

- Ten paid holidays per year.
- Paid holiday on all state primary and general elections and City elections.
- Paid vacation accruing bi-weekly (based on the completion of 40 hour work weeks) for a total of 15 days per week for the first two years. Paid vacation days increase with longevity to a maximum of 25 days per years.
- Eighteen (18) days paid sick leave accruing at a rate of 1 ½ days per calendar month.
- Medical and dental health insurance.
- Flexible spending account deducted from paycheck up to \$1,500 for the year that can be used for anything insurance does not cover; flex spending is lost if not used.
- Employee downpayment assistance program for purchase a home inside the City of Morgantown.
- Basic life insurance \$20,000 free of charge and \$20,000 AD&D free of charge.
- Supplemental life insurance of \$10,000 up to \$40,000; premium based on age.
- Long-term disability insurance after 90 days.
- ICMA tax-deferred savings plan.
- Higher-education reimbursement for instructional material that is relevant to improving the employee’s current position.

Equal Opportunity Employer

NOTE: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed herein, nor do the job examples cover all of the duties which may be performed. Duties are subject to change as operational needs justify. This position description is subject to change as conditions warrant.

Posted:
07/08/2012

Closes:
07/25/2012

Resume must be submitted to the Human Resource Department, 389 Spruce Street, Morgantown, WV 26505; FAX 304-284-7430; PHONE 304-284-7451; EMAIL dsmyth@cityofmorgantown.org