

City of Gatlinburg

Executive Secretary to the City Manager Position Vacancy Information and Requirements

The City of Gatlinburg is accepting applications for the City Manager's Secretary position, Grade 9. Upon, a conditional offer of employment, the candidate must successfully pass a background, physical examination by a licensed physician and successfully pass a drug screen.

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>
Executive Secretary	9	City Manager

JOB PURPOSE:

Performs responsible secretarial and administrative work assisting with a variety of administrative aspects for the City Manager.

ESSENTIAL FUNCTIONS:

Receives and screens visitors and telephone callers, transcribes and types correspondence, reports, City Commission agendas and minutes, memoranda and other documents, prepares and maintains all office related files.

QUALIFICATIONS:

Graduation from an accredited four year high school supplemented with additional training and education in office administration, accounting and secretarial science; strong organizational, interpersonal, and decision making skills and good communication skills. Stenography and/or Dictaphone proficiency with additional proficiency in word processing and spreadsheet applications is preferred.

SALARY AND BENEFITS:

The current starting pay for the City Manager's Secretary is \$38,345.

The City currently provides the following 100% City-paid employee benefits: United Healthcare medical insurance, dental insurance, \$20,000 life insurance policy, long-term disability insurance, longevity pay, vacation leave, sick leave, 11 paid holidays, and bereavement leave.

Complete and return the application, position is open until filled.

Resumes may be included as a supplement to the application but NOT as a substitute. For some jobs, copies of diplomas, transcripts, or certifications may be required. The need for

this documentation will be specified in the job announcement or as supplemental materials in the application.

Applications cannot be faxed.

Additional information may be obtained by calling Human Resources at (865) 436-1414.

The City of Gatlinburg does not discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

City Manager's Secretary

Nature of Work

Performs difficult skilled clerical and responsible administrative work for the City Manager requiring a qualified typist and stenographer; does related work as required. Job responsibilities require thorough knowledge of standard office practices and procedures, thorough knowledge of business English, spelling and arithmetic, considerable experience performing office administrative functions, and strong interpersonal, organizational and decision making skills. Work is performed under the regular supervision of the City Manager.

Essential Functions/Typical Tasks

- Typing correspondence; answering the telephone; responding to inquiries; scheduling appointments; maintaining records and files; preparing reports.
- Receives calls and callers for the City Manager and City Commission; ascertains the nature of business and directs to the appropriate authority for disposition.
- Schedules appointments for and with the City Manager and City Commission; maintains appointment books and calendars.
- Types personnel, financial and other City business of a confidential nature and maintains confidential files.
- Composes, prepares, copies, and distributes Commission agendas and informational packets.
- Prepares Commission and School Board minutes.
- Assists with the preparation of capital and operating budgets.
- Receives, opens, processes and sorts mail for the City Manager and City Commission.
- Prepares and maintains personnel records and files.
- Maintains various files and records; takes and transcribes correspondence; compose routine correspondence.
- Types a variety of reports and materials.
- Provides information on request on a variety of administrative polices and related regulations and rules.
- Performs related duties as required.

Knowledge, Skills and Abilities

Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions for the City; ability to maintain office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type, take and transcribe dictation accurately and at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to establish and maintain effective working relationships with City officials, associates and the general public.

Education and Experience

Graduation from an accredited four year high school supplemented with any combination of education and experience in typing, stenography and business office practices and extensive office assistance experience in the office of an executive.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Gatlinburg Tennessee
FLSA – Non - Exempt
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