

City of Dearborn Heights

Job Description for:

Mayor's Office - Executive Secretary

Summary: Position requires the highest degree of confidentiality and ability to handle multiple tasks at the same time. The position reports directly to the Mayor and the Mayor's Assistant. An employee in this position must demonstrate integrity, honesty, loyalty, compassion and empathy towards the residents, and assertiveness. This position also requires the employee to be an ombudsman, hostess, and confidant.

Main Tasks:

1. Prepare invoices, reports, memos, letters, other documents, using word processing, spreadsheet, database, or presentation software.
2. Answer phone calls and direct calls to appropriate parties or take messages.
3. Conduct research, compile data, and prepare papers for consideration and presentation by Mayor.
4. Greet visitors and determine whether they should be given access to specific individuals.
5. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
6. Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
7. File and retrieve documents, records, and reports (such as the daily police and fire/rescue runs).
8. Open, sort, and distribute incoming correspondence, including faxes and email.
9. Prepare the schedule for the Mayor and maintain the Mayor's contact list
10. Track department head vacation schedules and maintain the Mayor's personnel roster
11. Track various City commissions/boards and prepare appropriate appointment/reappointment letters as necessary
12. Collect documents for City Council agendas for review by Mayor
13. Other administrative tasks as assigned by the Mayor or Mayoral Assistant

Skills:

- Clerical – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography designing forms, and other office procedures and terminology.
- English Language – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Computers and Electronics – Knowledge of electronic equipment, computer hardware and software, including applications and programs.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Time Management – Managing one's own time and the time of others.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation – Actively looking for ways to help people.
- Communicating with Supervisors, Peers, or Subordinates – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers – Using computers and computer systems (including hardware and software) to enter data or process information.
- Performing Administrative Activities – Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Getting Information – Observing, receiving, and otherwise obtaining information from all relevant sources.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Persons Outside Organization – Communicating with people outside the organization, representing the organization to residents/public, vendors, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Organizing, Planning, and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining

information in written or electronic/magnetic form.

- Identifying Objects, Actions, and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Performing for or Working Directly with the Public – Performing for people or dealing directly with the public. City employees are required to serve citizens in a tactful, courteous manner at all times.

Qualifications:

- Minimum 3-5 years in an executive secretary/administrative position (municipal experience preferred) or 60 hours of college credit in business related courses.
- Must type 50 WPM
- Possess a high degree of professionalism and the ability to maintain composure and confidentially.
- Must pass typing test, written civil service exam followed by an oral interview.
- Must pass drug screening, background check, and post-offer physical exam.
- Employee will be subject to a 12-month probationary period.

Work Hours:

8:00 a.m. until 5:00 p.m. --- Monday through Friday

Wages & Benefits:

- Wage: \$32,000
- Includes medical, dental, vision, prescription drug, short-term disability, and life insurance after 90 days of employment

The City of Dearborn Heights is an Equal Opportunity employer.

To apply, submit an application to the Human Resource Department, 6045 Fenton, Dearborn Heights. Applications can be downloaded at www.ci.dearborn-heights.mi.us. Applications are being accepted until Friday, January 15 at 4 p.m..