

CLASS TITLE: SECRETARY TO THE COUNCIL

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for providing administrative services to the City Council, including the custody and maintenance of all City Council records and procedures, attends meetings, may lead some clerical personnel, and performs other related assigned duties.

ESSENTIAL TASKS:

- Monitors departmental services, including developing and documenting procedures and coordinating corrective actions to address deficiencies and securely maintaining official City Council records
- Prepares, files, and distributes agendas, collects supporting documents, and schedules individuals to appear before the Council
- Attends City Council regular, special, committee, subcommittee, and task force meetings as assigned
- Records minutes of meetings and other actions for approval, verbatim as needed, preserves supporting documentation, maintains record management systems, ensures required signatures are endorsed on official documents, and transmits documents to appropriate officials for further action
- Provides actions needed to accomplish payroll, purchasing coordination, travel authorization, and other financial or budgetary duties using designated City electronic payroll and financial systems
- Oversees activities of office personnel providing administrative support for the Office of the City Council
- Initiates actions necessary so that the informational needs of internal and external customers are met effectively and provides notice to interested parties as required by law
- Coordinates press conferences as needed
- Adheres to applicable federal, state, and local laws governing the legislative process and/or other duties as assigned in the Council Office
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of one hundred twenty (120) hours in business or public administration, or a closely related field, and two (2) years of experience in city government or public administration; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of modern business and office practices, procedures, and methods and related equipment; considerable knowledge of indexing and filing procedures, particularly relating to the maintenance of official City records; and considerable knowledge of legal requirements and procedures involved in the custody and use of official City records and in the conduct of City Council meetings, including parliamentary procedures. Ability to plan, assign, and oversee the work of clerical subordinates; ability to make decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures; ability to understand and follow quickly and accurately, brief verbal and written instructions on complex matters; ability to maintain a complex, electronically-based filing system and to train subordinates in their use and care; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Skill in operating a personal computer and related software and organizing, compiling and accurately recording information; skill in providing customer service; and skill in planning and achieving the timely delivery of information and resources.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Ability to obtain an Oklahoma Notary Commission.

Page 2 (continued from Secretary of the Council)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and requires some evening work hours.

Class Code: 6502

EEO Code: N-02

Pay Code: CS-68

Group: Clerical and Administrative

Series: General Administrative

Effective Date: 1/5/2022