



City of Kansas City, Missouri Job Class Specification

Job Title: ADMINISTRATIVE SECRETARY TO THE CITY
COUNCIL

Department: MULTI

Job Code: 1070U

Status: EXEMPT

Grade: UNCLASSIFIED

Summary

This is responsible supervisory and administrative work of a confidential nature. The employee is required to understand, perform and implement operational policies and procedures related to City and City Council office administration, budgeting, telecommunications and fiscal processes.

The employee supervises and trains clerical staff on these procedures and explains the impact of policies. Work involves serving as liaison to City Council aides, the general public and city employees; taking dictation; composing correspondence; researching and preparing comprehensive fiscal, technical and administrative reports and maintaining related files. Employee receives general supervision and instructions and is required to make independent decisions. Work is evaluated through formal meetings with the Mayor Pro Tem.

Duties and Responsibilities

- Acts as clerical and administrative support to Council members in researching, composing and transmitting general correspondence, fiscal, technical and administrative reports on word processing and computerized equipment as directed.
- Explains and interprets City and office policies and procedures to city employees, general public and office personnel; transmits instructions to staff.
- Performs and trains clerical staff on preparation, distribution and filing of budget, payroll, purchasing, encumbering and payment documents, general correspondence and reports; plans, reviews and revises staff work assignments according to changing work demands.
- Revises and implements office procedures and policies according to directives from Council members.
- Operates and trains staff on operation of word processing and computerized equipment, use of software, distribution and transmission of electronic and inter-office mail.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:
Modern office practices, procedures and machines including word processing and personal computers.
Business English, spelling and commercial arithmetic.

Considerable knowledge of:
The principles and practices of office management.
The principles of bookkeeping and financial record keeping procedures.
Technical and administrative research.

Ability to:
Interpret rules, regulations and policies and to make independent decisions.
Perform administrative detail independently, including the composition of important letters, memoranda and reports.
Maintain and keep complex record files.
Plan, organize and supervise the work of a number of clerical subordinates.
Enhance the interpersonal working relationships of staff.

Skill in:
Taking dictation and ability to transcribe such material accurately on a typewriter, word processor or personal computer.
Concise and effective oral and written communications.

Education and Experience

High school graduation, including or supplemented by courses in office administration, and five (5) years increasingly responsible experience performing secretarial and/or office management work.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over small clerical staff.

**Supervision
Received**

General administrative supervision is received from Mayor Pro Tem.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

5/92

Revised

9/06 , 01/2024