

CONFIDENTIAL SECRETARY (OFFICE OF THE MAYOR)

The City of Harrisburg is accepting application for the position of Confidential Secretary in the Office of the Mayor. This position is a highly sensitive and confidential position which requires the ability to exercise good judgement based on city-wide policy and procedures. The employee in this position performs high-level and complex secretarial and administrative tasks for the Special Assistant to the Mayor. This position is responsible for performing specific assignments in support of the day-to-day operations of the office and has frequent contact with City personnel and the general public. Work is performed under the general supervision of the Special Assistant to the Mayor with review by the Mayor. This is a non-supervisory, management, FLSA-exempt position.

The successful candidate will possess an associate degree in business, administration or related field plus two years of experience in an advanced secretarial or administrative position; or five years of prior experience in an advanced secretarial position; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to type 50 words or more per minute. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.

The annual salary range is \$43,000 to \$48,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov

JOB TITLE

Confidential Secretary - General Government - Office of the Mayor

GENERAL STATEMENT OF DUTIES

This position is a highly sensitive and confidential position which requires the ability to exercise good judgement based on city-wide policy and procedures. The employee in this position performs high-level and complex secretarial and administrative tasks for the Special Assistant to the Mayor. This position is responsible for performing specific assignments in support of the day-to-day operations of the office and has frequent contact with City personnel and the general public. Work is performed under the general supervision of the Special Assistant to the Mayor with review by the Mayor. This is a non-supervisory, management, FLSA-exempt position.

EQUIPMENT /JOB LOCATION

Work is performed at the Rev. Dr. Martin Luther King, Jr., City Government Center. The position requires the use of a computer, Office 365 and Microsoft Excel, Access, Outlook, PowerPoint and Word software, copier, fax machine, scanner, multi-line telephone and other related office equipment. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, this position may require occasional evening, weekend and holiday duties.

ESSENTIAL FUNCTIONS

Work involves, but is not limited to, the following: Serves as receptionist, greets visitors at the door, answers telephones and takes messages for the Office of the Mayor which includes the Mayor, Business Administrator, and Communications Director. Ensures timely communications with staff, constituents, and others. Screens visitors. Handles all aspects of the Office of the Mayor in a confidential manner. Ensures smooth operations of the Office of the Mayor. Collaborates with Special Assistant to the Mayor, Confidential Secretary to the Business Administrator, and other staff throughout city government. Addresses urgent matters expediently and professionally. Extensive scheduling skills utilizing Microsoft Outlook are required. Acts as back up support for the for the office, assisting with projects, mailings, scheduling, etc. in conjunction with the Special Assistant to the Mayor and Confidential Secretary to the Business Administrator. Drafts and finalizes documentation in Word, Excel, and PowerPoint. Monitors budget and performs other expense tracking. Tracks and orders supplies for the Office of the Mayor. Maintains a daily work flow log utilizing already established calendar system in Microsoft Outlook. Types letters, memoranda, complex accounting and financial statements, investigative reports, lists, statistical tabulations, technical reports and data. Keeps records and assembles a variety of data for office records. Receives and organizes monthly status reports. Prepares and processes requisitions, expense vouchers, purchase orders, forms, and miscellaneous material. Gathers data and information from public and private sources and compiles such into logical order for review by supervisor. Uses initiative to resolve

JOB TITLE

Confidential Secretary - General Government - Office of the Mayor

ESSENTIAL FUNCTIONS (CONT.)

problems. Reviews reports for accuracy and completeness and recommends follow through actions when appropriate. Creates or improves upon existing administrative systems, including accounting, computer, filing and general record keeping. Gives general information in response to public inquiries about matters involving City policies and practices. Reads and routes incoming mail. Completes all assignments in an efficient, consistent and timely manner. Works in collaboration with the Confidential Secretary to the Business Administrator to ensure office coverage during normal business hours, scheduled vacations, and personal days off. Maintains regular, punctual attendance. Reports to work and remains at work in a productive condition which includes not being under the influence or impaired by the use of alcohol and/or drugs.

NON-ESSENTIAL FUNCTIONS

Conducts oneself in the best interest of the City and in accordance with the highest ethical standards. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Must possess interpersonal skills required to handle sensitive and confidential situations or information with considerable knowledge of office rules, regulations and procedures.
- Ability to maintain strict confidentiality in all matters.
- High degree of competence in standard business procedures and ability to apply such knowledge to specific operations of City government.
- Proficient skills in the operation of a computer and Microsoft Office Suite (Microsoft Word, Excel, Outlook, etc.).
- Ability to successfully manage a variety of projects simultaneously.
- Highly proficient in grammar and spelling.
- Excellent organizational skills.
- Ability to understand and follow oral and written instructions.
- Ability to maintain files.
- Ability to create databases and prepare correspondence, reports, tables and charts.
- Ability to perform projects and assignments independently with minimal supervision.
- Ability to exercise discretion, use sound judgment and act in a professional and courteous manner with the public, elected officials, department heads and other employees.
- Knowledge of the operations of municipal governments.
- Ability to communicate effectively both orally and in writing.
- Ability to identify administrative and operational deficiencies and recommend corrective action.

JOB TITLE

Confidential Secretary - General Government - Office of the Mayor

REQUIRED KNOWLEDGE AND ABILITIES (CONT.)

- Ability to develop and maintain a positive and effective working relationship with supervisors, peers, subordinates, committees and outside agencies.
- Ability to type a minimum of 50 words per minute.

QUALIFICATIONS

An associate degree in business, administration or related field plus two years of experience in an advanced secretarial or administrative position; or five years of prior experience in an advanced secretarial position; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Ability to type 50 words or more per minute. Must possess a valid Pennsylvania Driver's License, Class C, or equivalent.