

Jurisdictional Class: Pending Jurisdictional Classification
EEO Category: Administrative Support
Revised: 06/25/2019

SECRETARY TO DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is required to perform highly complex clerical duties in an independent capacity without close supervision. This is a position of special trust and confidence requiring the frequent exchange of sensitive information arising out of the office and administration of the Director of Information Technology. The work is performed under the general supervision of the Director of Information Technology with considerable leeway allowed for exercising independent judgment in carrying out the details of the work. Performs related work as required and may involve direct supervision of a small staff of clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs office work requiring considerable judgement in carrying out the established policies, procedures, rules and regulations relating to the work of the Director of Information Technology;

Operate computer, copy machine, fax machines and other office machines as needed;

Creates databases and reports, Excel spreadsheets, flow charts and organizational charts;

Prepares all personnel related paperwork;

Maintains an electronic calendar schedule for the Director of Information Technology with excellent knowledge of Microsoft Outlook;

Handles and screens all incoming phone calls and visitors to the Director of Information Technology providing information and or referring them to the proper persons;

Prepares department board letters;

Performs special projects per the Director of Information Technology and Managers as needed;

Assists in department purchasing needs, including processing requisitions;

Prepares travel requests, County vouchers, arranges conferences, registration and travel reservations, and special meetings as requested;

Maintains a complete and accurate file on the history of the department;

Collects and compiles data and statistics relating to a variety of departmental needs;

Upon request of the Director of Information Technology attends meetings, takes notes and prepares minutes of such meetings;

Processes department payroll;

Handles department complaints, suggest solutions to problems and conducts correspondence;

Assists with budget preparation and maintains budget accounts;

May review mail and process various requests and claims;

Maintains good public relations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of general office terminology, procedures and equipment; maintain administrative clerical aptitude; mental alertness; neatness; tact and courtesy; excellent computer skills; ability to type accurately at an

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS (cont'd): acceptable rate of speed; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to secure the cooperation of others and to deal effectively with the public; good judgement in solving complex administrative clerical problems; initiative and resourcefulness.

Appointed on the basis of experience and other qualifications as the Director of Information Technology may determine appropriate.

Adopted: 03/12/2019

Revised: 06/25/2019