

City of Johnstown  
Job Description  
Executive Secretary

**General Description**

Provides a variety of routine and complex clerical and administrative work in the administration of the city government under the direction of the City Manager.

**Essential Duties and Responsibilities**

A demonstrated ability to work well with people, serve the public, follow directions, and a commitment to courteous public service is paramount to success.

- Prepares and distributes agendas, materials, minutes, and records of meetings.
- Files orders, ordinances and resolutions of the council and informs city officials and others of city council action. Oversees the codification of ordinances into the municipal code.
- Prepares with City Manager and publishes meeting agendas, other advertisements, and legal notices of public hearings and special meetings.
- Serves as appointment secretary for the city council to recruit members of standing committees and to ensure that those agencies report to the city council.
- Prepares reports for Council Meetings as directed.
- Provides professional advice to the City Manager on vital records, elections, record retentions and other related fields of expertise.
- Communicates official plans, policies, and procedures to the general public.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, orders, resolutions, and contracts, easements, deeds, bonds, or other documents requiring city certification; catalogs and files all city records.
- Attends regular and special city council meetings; prepares agendas packets for council meetings and oversees or performs an accurate recording of the proceedings, preparation of the minutes and proper legislative terminology, recording, indexing, and filing for the public record; distributes information as requested. Distributes agendas, materials, minutes, certified copies, and records of city council meetings
- Coordinates request for use of all City Facilities and Streets
- Responds to Citizen complaints and request for services
- Maintains financial ethic Forms to all boards, commissions and authorities.
- Answer and screen telephone calls and redirect them as appropriate.
- Maintain electronic and paper records ensuring information is organized and easily accessible.

**Training and Experience**

The following are the minimum requirements for this position:

- High school diploma or GED, and
- At least three (3) years of experience in administration, or any equivalent combination of education, experience or training which provides the require knowledge, skills and abilities.

- Excellent skill level with conventional office-related software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee may be required to walk, stand and sit for a prolonged period and have the ability to lift twenty (20) pounds. Employee must also have the ability to drive to locations outside of City Hall in order to attend meetings and training.

### **Additional Requirements**

- Must possess a valid Driver's License.
- Must maintain high standards of business and personal conduct.
- Must be able to pass a background investigation report.
- Must be able to pass a drug test if required.
- Must be able to occasionally lift and/or move up to 25 pounds.
- Must be able to pass a physical examination if required.
- Must possess integrity and maintain confidentiality.