



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Department Secretary (Economic Development & Tourism)	DEPARTMENT: Tourism
IMMEDIATE SUPERVISOR: Director of Tourism	GRADE/RANK: 9 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Provides administrative assistance, office management and clerical support to the department head and other department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Types a variety of documents, technical and statistical reports, data for reports and publications, and other material where a knowledge of formatting and presentation is necessary;
- Answers routine correspondence for supervisor independently;
- Completes, reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations;
- Processes payroll records for employees;
- Maintains files of office records and materials;
- Collects information from a variety of sources and compiles data for special and periodic reports;

- Makes appointments and arranges committee meetings;
- Maintains accounting/bookkeeping records;
- Purchases materials, supplies and equipment according to policies and procedures;
- Takes meeting minutes, types and distributes to appropriate individuals;
- Compiles and sends newsletters;
- Greets visitors providing information and assisting with requests;
- Interprets departmental and City policies and procedures for employees and the public;
- Supports Tourism and Economic Development by providing promotion design and email distribution, sending bulk visitor packets and email promotions.
- Assists tourism functions by sending invitations, tracking responses, printing programs, assisting with planning and set-up etc.;
- Assists in coordinating and implementing tourism marketing initiatives;
- Assists in maintaining up to date information on several website by entering and updating event information, calendars and other information of interest to tourist, visitors and businesses;
- Assists in developing itineraries, coordinating special events, tours, conferences and meetings;
- Attends meetings, takes and produces minutes; serves as liaison between committees and city operations;
- Receives and accounts for cash receipts;
- Enters data and maintains data bases;
- Opens and distributes mail;
- Maintains calendar of appointments and events for department and staff;
- Operates a variety of office machines and computer equipment and;
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office practices, procedures and equipment;
- Knowledge of bookkeeping practices and principles;
- Demonstrates ability to interpret policies and procedures;
- Demonstrates ability to follow oral and written instructions;
- Demonstrates ability to interact with a variety of people;
- Demonstrates ability to work multiple tasks simultaneously;
- Demonstrates ability to work with detail in an accurate manner;
- Demonstrates ability to deal with information in a confidential manner;
- Computer skills including word processing and data base management and;
- Skill in use of standard office equipment.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Associate Degree in Business, Secretarial Science or equivalent amount of training and experience.

DISTINGUISHING FEATURES OF THE POSITION:

None.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for decisions such as determining if the budget allows for purchases, interpreting routine policies and procedures, what mail must be referred to supervisors for action.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Department Secretary will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Community/Economic Development, Director of Tourism and
Chief Human Resources Officer

Revised Date: 2019