



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Administrative Secretary
DEPARTMENT: Culture, Recreation & Tourism
RATE CLASS: Hourly Employee - Full Time
REPORTS TO: Destinations Director
SHIFT: Monday through Friday – 8:30 a.m. to 5:30 p.m. Some weekends and holidays may be required.

EDUCATION: High School Diploma or GED, Associate Degree preferred. 2 or more years of hands on administrative support experience. Bilingual preferred.

SPECIAL SKILLS:

- Proficiency in MS Word, MS Excel, and MS Outlook
- Knowledge of operating standard office equipment
- Ability to write, speak, and interact clearly and professionally
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Excellent organizational skills
- Able to work in a high stress and fast pace environment

DUTIES & RESPONSIBILITIES:

- Manage all aspects of facility rentals for the City including tours, payments/refunds, set up with Parks
- Create, manage and promote city-wide events calendar
- Open, sort, and distribute incoming correspondence
- Perform data entry, scan documents and assist with payroll processes and purchase orders
- Manage calendar, schedule and coordinate meetings, appointments and travel arrangements for Director
- Assist in resolving any administrative or customer service issues
- Answer incoming calls
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails
- Maintain office supplies for department
- Help prepare weekly reports and other departmental projects as needed
- Review/answer emails per director
- Other Duties as assigned

OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Administrative Secretary and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: The incumbent for this position must maintain a neat, professional appearance at all times, must be able to lift supplies weighing up to 35 pounds and successfully complete a physical examination and drug testing given by a physician designated by the City of Freeport.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date