

EXECUTIVE ASSISTANT to the MAYOR'S OFFICE

NATURE OF WORK

This is an administrative position under the direction of the Mayor and the City Administrator and is responsible in the assisting of executive, administrative, and clerical activities. Limited administrative responsibilities are to assist in the preparation of reports, budgets, newsletters and other public relations documents, research, and special projects. This position is responsible for directing, coordinating, organizing, and reviewing the work of other clerical staff. Also will provide clerical support and assume designated program and administrative duties.

EXAMPLES OF WORK:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- Coordinate and publishes City events with public media;
- Answer questions regarding programs, procedures, and/or policies of the City;
- Manages, maintains, and disperses adopted Administrative Orders and City Policies, City Council resolutions, and City Ordinances;
- Develop correspondence, proclamations, resolutions, brochures, newsletters, and other communications for Mayor's Office;
- Assist with various programs as initiated by the Mayor's Office;
- Serves as lead person for clerical and administrative support to the City Council;
- Sets Mayoral appointments and scheduling of events involving the Mayor, City Administrator, and staff;
- Serves as primary customer service representative for the Mayor's Office through telephone and public contacts;
- Serves as liaison to the various City Departments in the preparation of the City Council agenda and City Newsletter articles;
- Performs all advanced secretarial functions (letters, purchase orders, and prepares invoices for room rentals, etc.);
- Serves as Mayor's office representative on committees for special events and programs; coordinates special events and programs;
- Perform related work as assigned.

MINIMUM REQUIREMENTS

High school diploma with additional coursework in secretarial skills or business practices and two years experience in a higher level clerical support position (such as Executive Secretary, Administrative Secretary, Administrative Assistant, etc.); or diploma and four years experience in a clerical field that can be demonstrated to require independent thinking, accountability, judgement, and organizational awareness rather than routine clerical assignments.

DESIRABLE SKILLS, KNOWLEDGE, AND ABILITY

- Ability to organize, direct, and coordinate the activities of clerical staff in a manner conducive to quality performance and high morale;
- Ability to take individual initiative in assisting in researching new techniques and methods pertaining to various divisions;
- Ability to establish and maintain good working relationships with other departments, employees, and the general public;
- Considerable knowledge and experience in the clerical field and equipment required for such functions;

Considerable knowledge and skill in the operation of office equipment such as computers, word processors;

Ability to fulfill all duties and responsibilities of secretarial job description as needed.

ESSENTIAL JOB FUNCTIONS

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, with or without reasonable accommodations.

While performing the duties of this job, the employee is frequently required to sit for prolonged periods of time and talk or hear. The employee is occasionally required to walk and very frequently uses the hands to operate office equipment;

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus in order to access computer-generated information;

The employee must be able to read, write, speak, and comprehend English at an advanced level in order to represent the Mayor's Office to the community, communicate with the public, understand written directives, hear and transcribe oral communication, prepare reports, and compose or edit assigned written material.

The employee must have the ability to establish and maintain good working relationships with City personnel and citizens, and have the ability to effectively deal with individuals who are disturbed about various circumstances; must have the ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others;

Must demonstrate honesty and integrity in personal behavior and attitudes in order to represent the City on a positive light as the Mayor's appointed administrative support;