

EXECUTIVE ASSISTANT TO THE MAYOR

JOB DESCRIPTION

Classification Responsibilities: An Executive Assistant to the Mayor is responsible for providing highly responsible, complex, non-routine, and often confidential secretarial and administrative support to the Mayor and Mayor's Chief of Staff. The Executive Assistant to the Mayor is characterized by responsibility for a variety of administrative activities to be met with minimal supervision. Duties performed directly support the Mayor and include: preparing and typing reports, minutes, agendas, communications, written documents, and other correspondence requiring independent judgment in handling format, procedure, and context; composing correspondence; compiling support materials for City Council meetings, study sessions, and committee meetings; interacting with members of the City Council's office; receiving, investigating, and responding to sensitive phone calls, citizen inquiries, and/or complaints that may involve confidential matters; scheduling meetings and appointments; maintaining calendars which may include electronic calendars; coordinating business dates; making travel arrangements; greeting visitors; screening, responding to, and/or routing incoming mail and telephone calls; attending meetings, taking minutes, and distributing minutes as necessary; and maintaining office files. Assists in providing administrative support for staff in the City Manager's Office as needed. This position may also be responsible for supervising the work performed of office support staff. An employee in this class must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from other administrative support positions by the reporting relationship, responsibility for work products usually required under critical time deadlines and on topics and activities requiring the utmost confidentiality, as well as the difficulty and variety of assignments performed. The Executive Assistant to the Mayor reports to the Chief of Staff, who reviews work through conferences and overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience working in a high level secretarial/administrative support capacity with similar responsibility including: office management experience, proficiency with word processing software, and experience and/or training in additional computer software applications (example: database management, spreadsheet, desktop publishing, etcetera).

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Advanced secretarial training and education, such as designation as a Certified Professional Secretary or a Certified Administrative Professional by the International Association of Administrative Professionals (IAAP) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, City Council and other public officials in order to perform secretarial and administrative support duties in support of the Mayor. Deals tactfully and courteously with the public, including citizens making complaints or requesting service, providing necessary information, and resolving and/or referring problems or complaints to appropriate individual, department, or agencies.

Manual/Physical: Operates a variety of standard office equipment. Enters data or information into a personal computer (PC). Types or keys a variety of documents from clear copy or rough draft requiring independent judgment in handling problems of format, procedure, and context. Maintains appointment calendars. Prepares agendas; arranges, coordinates, and attends meetings, and takes, and distributes minutes of meetings. Prepares and distributes agenda packets for regular City Council meetings, special City Council meetings, policy and study sessions, City Council committee meetings, mid-management meetings, expenditure review meetings, and budget review meetings. Reviews incoming correspondence, preparing effective responses on matters for which authority has been delegated. Assembles and reviews files or records, updates and prepares material for action, and makes final distribution of information, files, or records. Maintains complex records, gathers data and other information, and prepares periodic and special reports.

Mental: Checks records and documents for clerical and mathematical accuracy and completeness, and processes for further action. Prioritizes own work and may prioritize the work of others. May be involved with supervising, assigning, and evaluating the work of office support staff. Coordinates work activities with other City departments. Interprets rules, regulations, and policies and makes decisions in accordance with them.

Knowledge/Skills/Abilities:

Knowledge of:

business English, spelling, math, bookkeeping, or accounting;
modern office practices, procedures, and equipment;
the principles, practices, and methods of employee supervision, training, and evaluation;
municipal organization and functions;
budget principles and purchasing procedures;
City rules, regulations, policies, and procedures; and
PC software applications for word processing, spreadsheets, graphic presentations, database management, etc

Skill in:

typing; word processing; and
operating a computer and applicable software.

Ability to:

work effectively under pressure;
act independently to implement policies of supervisor;
maintain confidentiality and security of records and information;
communicate effectively with customers, clients, and the public in person or by telephone;
respond appropriately to public inquiries and present a positive public image;
produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
maintain complex records, and assemble and organize data;
analyze issues, independently make decisions, and exercise good judgment in performing secretarial and administrative support tasks;
exercise independence, judgment, diplomacy, and discretion when handling confidential, legal, and sensitive matters;
perform routine office management details without referral to supervisor;
perform special projects as assigned;
plan and organize own work;
take minutes of meetings; and
establish and maintain effective working relationships with other City employees and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 46

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-OFF

SWORN-No

INCREMENTS 62-200