# Executive Assistant to the Mayor

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

## Purpose of the Position

To assist the Mayor and to provide support for all Mayoral responsibilities, City Administrator and Administrative staff as needed and directed.

## Major Duties and Responsibilities

**Conduct administrative duties for the Mayor, City Administrator & Admin**

- Distribute information from the Mayor to department heads
- Compose letters for the Mayor
- Answer and address requests of the Mayor
- Maintain the Mayor's schedule
- Open and review the Mayor's mail

**Plan events and coordinate volunteer activities**

- Coordinate volunteer activities from the County network
- Coordinate supplies and equipment for volunteer events
- Fund raising for such activities

**Public relations for the Mayor**

- Field complaints and calls from the general public
- Attend public functions and represent the Mayor
- Schedule public relations events

**Website coordinator for the city**

- Enter website information
- Oversee changes made to the city's website
- Maintain updates to the website

**Perform other duties as directed**

## Job Context

The Executive Assistant to the Mayor is a full-time position in the Mayor's Department. The immediate supervisor for this position is the Mayor. The person in this position is supervised daily and has no supervisory authority. The Executive Assistant works flexible hours year round with some overtime and night work. The person in this

position is never on call. This position works indoors 90% of the time while working the remaining 10% outdoors on community projects.

There is no exposure to chemicals and/or hazardous materials. The person in this position must maintain a valid driver's license. This position requires a high school diploma or GED. The stress level associated with this position varies with activities. Physical work involved within this position includes, but is not limited to, lifting file boxes, climbing stairs, and sitting for long periods, as well as, participating on occasional community restoration projects.

## Knowledge, Skills and Abilities

**Knowledge**

- Organizational structure of the City
- Local media and community groups
- Street layout of city
- Certified mail procedures
- Website layout and design
- Proper grammar and use of English in speaking and writing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

**Skills and Abilities**

- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other employees, etc., both written and oral
- Maintain confidentiality
- Work autonomously as needed
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in professional manner
- Maintain professional composure in difficult or stressful situations
- Follow departmental and city policies and procedures

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.