



Position Description

Job Title	Administrative Assistant Assistant to the Mayor/City Administrator
Department	Mayor's Office
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position serves as an assistant to the Mayor and City Administrator, providing overall administrative support and handling a wide variety of complex and confidential situations with diplomacy and discretion. [The position is responsible for managing complex projects on behalf of the Mayor and City Administrator. The individual assists with departmental and organization-wide budgeting. The position will assist with communication pieces for the general public, including electronic newsletters, press releases, social media and website content. The position will attend public events on behalf of the Mayor and City Administrator when they are unavailable.](#)

Supervision

Received	Mayor and City Administrator
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Generates Common Council agenda and Ordinance and License agenda in Granicus.
- Performs general office support functions; greets visitors; provides customer service; answers emails and phones; routes calls; prepares letters and correspondence as requested.
- [Handles and/or directs complaints from the public and co-workers.](#)
- [Drafts Press Releases, website content and social media content on behalf of the City and Mayor/City](#)

Administrator's office.

- Assists with preparation of the annual City Budget and Capital Improvement Plan
- Provides project management support to the Mayor and City Administrator
- Conducts public presentations on specific topics as assigned
- Assists with special events as assigned
- Monitors and reports monthly departmental budget updates
- Maintains executive calendars and schedules appointments, conferences and events.
- Assists the Mayor with the Board and Commission appointments.
- On-Boards and Off-Boards all Mayors, City Administrators and Aldermen.
- Maintains Mayor's and Aldermen's City website pages.
- Creates annual and weekly meeting lists.
- Maintains supplies inventory; anticipates and orders needed supplies; submits bills for payment.
- Oversees conference room reservations.
- Updates City-wide telephone directories.
- Assists other departments with various tasks as needed.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

~~Graduation from high school plus additional college coursework in~~ Four year degree in public administration, business administration, communications, public policy, or a related field and at least ~~6-5~~ years of experience in ~~an office environment~~ a government setting, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Business English, including grammar, punctuation, format and tone.• <u>General office procedures and the use of standard office equipment and various software programs.</u>• <u>Social media programs, including Twitter, Facebook and Instagram</u>• <u>Public Budgeting</u>• <u>Project Management</u>
Ability to	<ul style="list-style-type: none">• Organize and prioritize workload.• Work independently with minimal supervision.• Maintain strict confidentiality.• Establish and maintain effective working relationships with supervisors, aldermen, community leaders, coworkers and the general public.
Skill in	<ul style="list-style-type: none">• Oral and written communications.• Attention to detail.• <u>Dealing courteously and professionally with others.</u>• <u>Written and electronic communication</u>• Typing at a minimum speed of forty (40) WPM

Necessary Special Requirements

None

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.