

## Administrative Assistant

**Department:** Office of the Mayor

**Division:** N/A

**Appointing Authority:** Mayor

**Grade:** 1

**Revision Date:** 12/18

**Bargaining Unit:** NR

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### Definition

Performs routine, responsible and confidential administrative duties in the operation and activities of the Office of the Mayor, all other related work that is logical to the positions as required.

### Supervision

Works under the daily supervision of the Executive Assistant, Chief of Staff or designee to the Mayor. Works under the general policy direction of the Mayor.

No supervisory duties.

### Environment

Minimal physical effort required in performing duties under typical busy office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied and responsible duties requiring the exercise of some independent initiative and judgment to ensure compliance with applicable laws, rules, regulations, and city policies, procedures and methods.

May have access to and control of confidential city-wide records subject to non-disclosure or limited disclosure pursuant to statutory, collective bargaining or departmental prescript.

Makes constant contacts with the general public; other city departments, officials, boards and committees; employees; state and federal officials or agencies, outside organizations, vendors, contractors; and other business, legal and civic leaders.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of service for the city.

**Essential Functions:** *(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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 position.)*

Serves as first point of contact to the Office of the Mayor by the public and answers questions and furnishes information, in person and by telephone. Assists as a confidential clerk/assistant to the Mayor and as requested for assigned boards or committees.

Assists in the scheduling and maintenance of appointments and meetings, preparation and posting of legal notices. Refers the public to appropriate offices, provides information concerning city policies, rules, regulations and the function of various city departments, committees, boards, and relays administrative orders or information. Issues permits as directed.

Processes mail requiring routine replies or demanding immediate attention and refers important items to supervisor. Greets visitors and aids in public relations by receiving in-person communications such as requests or complaints. Promotes general goodwill between the public and the city.

Prepares and types a variety of correspondence, memoranda, reports, records, forms, licenses, and similar data. Prepares and records minutes of meetings for Mayor, may assist the Human Rights Commission and/or Cable Advisory Committee with minutes preparation and recording. Maintains files and records as assigned.

Types department correspondence; answers the department telephone; maintains departmental records; supplies information relating to policies, rules and regulations of the department; assists the general public with inquiries via personal discussion, email and telephone conversations, and by mail; may prepare departmental payroll, and maintain associated records; may prepare invoices for processing; orders department office supplies.

Assists the public and visitors to the Mayor's office including making referrals to specific departments and officials, explaining city departments and their functions, assisting in resolving problems and receiving complaints; prepares proclamations and coordinates proclamation readings; prepares permit applications for parades, tag days, live entertainment, etc.; provides secretarial services to various committees and task forces when necessary including posting meeting notices to the City's website, preparing and distributing meeting minutes, doing mailings, maintaining files, and notifying participants of upcoming meetings; assists the Executive Assistant or designee to the Mayor and License Commission with scheduling meetings and appointments for the Mayor and the Finance Director; assists in the production and distribution of budget and related budget materials, as well as other similar duties for the Finance Director; help Executive Assistant with License Commission duties; contact legislators, representatives and organizations regarding lobbying for issues that affect the city.

Performs other duties and projects of a similar nature as required.

**Minimum Qualifications:**

**Education and Experience:** Associates degree in office or records management, or closely related field preferred. One year of municipal office or related experience preferred, or any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:** Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Ability to establish and maintain effective working relationships and to interact in a positive manner with diverse constituencies effectively. Must demonstrate reasonable level of organizational and time management skills. Ability to communicate effectively orally and in writing. Must perform all aspects of job responsibilities with honesty and integrity. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations in a multi-task environment.

Ability to deal tactfully and appropriately with the public and city departments in an effective manner.  
Ability to deal with confidential information in an appropriate manner.

**Physical Requirements:** Minimal physical effort under typical office conditions. Ability to operate standard office equipment. Frequent sitting, talking, hearing, walking and mental concentration for prolonged periods required; Frequent use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; specific vision requirements include close vision for extended periods of time at computer monitor, and the ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and be understood clearly, ability to operate a keyboard and standard office equipment at efficient speed. Occasionally required to lift or move records or objects of up to 15 pounds.

**Special Requirements:** Must successfully pass CORI and SORI checks.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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**Approved:**

EXECUTED 01/03/2019 AND ON FILE IN THE HR DEPARTMENT

\_\_\_\_\_  
Human Resources Director

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Date

Revision History: 9/09, 3/17,12/18

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Mayor