

**DEPARTMENT:** CITY OF NORTH TONAWANDA  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** APRIL 11, 2022

**ADMINISTRATIVE ASSISTANT TO THE MAYOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing difficult and complex administrative tasks for the Mayor. The work can be characterized as involving responsible administrative tasks requiring a high degree of mature judgment and knowledge of City Departments and procedures. The incumbent acts as the Mayor's representative in passing on instructions to departmental or agency employees and department heads. Work is performed in accordance with general instructions received from the Mayor with considerable leeway for independent decisions in carrying out assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs the more confidential aspects of the Mayor's work including maintaining and processing personnel data and information such as evaluative reports and disciplinary proceedings;
2. Provides instructions to department heads regarding the directions of the Mayor;
3. Serves as liaison for informational purposes between department officials and public/non-public officials;
4. Functions in an administrative capacity for setting up meeting dates, appointments and confidential personnel matters, and prepares information needed by the Mayor for such;
5. Performs a variety of clerical and typing functions as needed;
6. Maintains complex records of the activities in the Mayor's office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of administrative practices; thorough knowledge of office practices and procedures; working knowledge of municipal government and City operations; ability to operate modern computer equipment and software at an acceptable rate of speed and accuracy; ability to understand and interpret written material; ability to get along well with others; ability to maintain confidentiality; sound professional judgment, initiative, and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

To be determined by the appointing authority at time of appointment.