

EXECUTIVE ASSISTANT TO THE MAYOR

DEFINITION

Under direction, provides executive assistance to the Mayor; and performs complex and confidential secretarial, administrative, and clerical duties for the Mayor.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Mayor or designee. May exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the Mayor is a single position class. The incumbent exercises discretion and independence in judgment while providing executive assistance to the Mayor and handles confidential and sensitive matters of an administrative/secretarial nature. It requires a general working knowledge of the City government organization, its goals, and priorities. The Executive Assistant to the Mayor may be responsible for coordinating the secretarial and clerical support functions within the Mayor's Office. The incumbent has extensive contact with civic officials, other employees, and the public as a liaison for the Mayor. This class differs from other Executive Assistants within the City in that this class provides office administrative and secretarial support to the Mayor, who is an elected official within the City. This is an unclassified position in which the incumbent serves at the will of the Mayor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Provides executive assistance to the Mayor handling confidential and sensitive matters of an administrative/secretarial nature.

Coordinates office support functions and activities of the Mayor's Office; may supervise assigned staff.

Initiates and maintains a variety of files and records; develops and implements organization or procedural changes affecting office support activities particularly in the areas of record keeping systems, forms control, office layout and office procedures.

Serves as a liaison between the Mayor, other City employees, boards, commissions and the public; screens calls, visitors and mail.

Interprets City and departmental policies, rules and regulations in response to inquiries; refers inquiries as appropriate.

Prepares a variety of written materials including general, detailed and confidential

correspondence and memoranda utilizing word processing or other computer software.

Coordinates special projects and activities; schedules meetings, and prepares background materials, files and other records.

Researches, compiles, and analyzes data for special projects and various reports.

Makes travel arrangements; maintains appointment schedules and calendars; and arranges meetings and conferences.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Modern office methods, procedures, and equipment.

Organization, procedures, and operating details of the City and the Mayor's Office.

City government organization, functions, policies, rules and regulations.

Basic principles of research and report preparation.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, both orally and in writing.

Represent the Mayor at various meetings and engagements.

Compose correspondence and letters.

Interpret and apply administrative and departmental policies, laws and rules.

Operate modern office equipment including word processor and computer equipment as required.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records.

Maintain confidential data and information.

Understand and follow oral and written directions.

Type accurately at a speed necessary for timely completion of assigned duties.

Take shorthand at a speed necessary for adequate job performance.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Skill to:

Operate modern office equipment including a computer and type accurately at a speed necessary for timely completion of assigned duties.

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Possession of a high school diploma or GED equivalent;

AND

Three (3) years of increasingly responsible secretarial and clerical experience, including administrative duties. Experience must include handling sensitive and confidential matters.

Special Requirements:

A valid California Driver's License will be required at the time of appointment.

APPROVED: _____
 (*Signature on File*)
 Director of Personnel

DATE: 7/7/21