

## Executive Assistant to the Mayor

**Department:** Office of the Mayor  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** NA  
**Revision Date:** 1/08  
**Bargaining Unit:** NR

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### Definition:

Performs highly skilled, responsible, confidential, and routine or complex administrative work with secretarial, clerical, and record keeping duties for the efficient operation of city administration, functions and programs; assisting the Mayor to discharge the duties of the office; all other related work that is logical to the position as required.

### Supervision:

Works under the direction of the Mayor following city rules, regulations and policies; requires the ability to plan and perform operations; to independently complete assigned tasks according to a prescribed time schedule; and to supervise subordinates.

Performs varied and responsible duties requiring a thorough knowledge of city operations and the exercise of judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

May supervise administrative / clerical employee(s); may supervise volunteers or interns.

### 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 highly responsible duties and functions requiring independent initiative and judgment to ensure compliance with applicable laws, rules, regulations, and city policies, procedures and methods.

Has access to and control of highly confidential city-wide records subject to non-disclosure or limited disclosure pursuant to statutory, collective bargaining or departmental prescript, including personnel records, bid proposals, negotiating positions and personal information about citizens.

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 town.

**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 Mayor by the public and answers questions and furnishes information, in person and by telephone, to the general public, the media, and outside agencies concerning town policies, rules and regulations and functions of town departments; receives complaints and responds to complaints appropriately; makes referral as necessary

Maintains Mayor's schedule, evaluating, prioritizes and screens requests for access for town officials, the public and the media; maintains the schedule for the Town Hall Meeting Room for internal and public meetings; maintains contact with Town department heads on behalf of the Mayor regarding daily business.

Prepares at Mayor's directive or composes independently after minimal instruction correspondence including memos, reports, press releases; reviews mail, making decisions about routing and potential action or responses; proofreads written and printed materials; assists Mayor in developing and coordinating relations with local, state and federal officials to promote and protect the town's best interests..

Composes and prepares in final form resolutions, citations, proclamations, etc., of the Mayor; performs specialized research as assigned; acts as liaison between the Mayor's office and departments including the professional support staff throughout the city.

May attend monthly department head meeting; takes minutes and distributes; prepares Mayor's agenda for Department Head staff meetings and for Town Council meetings; may coordinate the logistics for setting up large meetings; locate facility, notify participants, prepare agendas; attend meetings; record results, track additional information or follow up as necessary.

Analyzes, summarizes, and condenses a variety of source materials for review by the Mayor; reviews minutes of board, committee, and commission meetings for items requiring mayoral attention; examines reports, responses, legislation or other material to determine action needed or additional information needed; add information; researches, resolves, or requests additional information.

Acts as liaison for and maintains communication relations with the city attorney, local, county, state and federal officials to promote and protect the City's best interests.

Supervises and coordinates the activities of subordinate; instructs and trains in duties and responsibilities, practices, and procedures; assigns and monitors work activities. Creates and maintains all department files; purchases department office supplies.

**Recommended Minimum Qualifications:**

**Education and Experience:** Associates degree in administration, management, or closely related field preferred, Bachelor's degree desirable. Computer experience including general office software applications, spreadsheets and database management. Five years office experience and preferably in a municipal setting and in dealing with the public strongly preferred; or any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:** Must possess a high level of interpersonal skills to handle sensitive and confidential situations or information with considerable knowledge of the rules, regulations, procedures and functions of the office. Knowledge of the Greenfield community preferred. Position continually requires tact, diplomacy and the ability to interact in a positive and effective manner with a wide variety of individuals, including the general public, employees, city, state and federal leaders or personnel; vendors and individuals at all levels of authority. Strong administrative, organizational, communication and clerical skills in a multi-task environment; Ability to plan, delegate, and work independently. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to perform projects and assignments on the basis of general outlines or directions without specific instructions as to details, and to perform continuing assignments independently. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations in a multi-task environment.

Comprehensive knowledge of principals and techniques for records management, secretarial, clerical and general office procedures and practices. Knowledge of legal and procedural operations in a municipal executive office or familiarity with office work in a strict legal and procedural environment. Ability to understand, perform basic mathematical calculations, efficiently and accurately; comprehend and make inferences from written material; learn job-related material primarily through oral instruction and observation.

**Physical Requirements:**

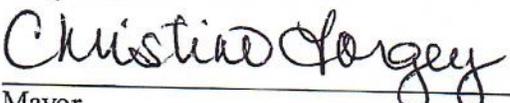
Frequent sitting, talking, hearing and mental concentration for prolonged periods required; frequent use of hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and in writing and be understood clearly; ability to operate a personal computer or other keyboard device utilizing a windows environment and to operate a keyboard and standard office equipment at efficient speed.

**Special Requirements:** Notary public designation helpful but not required.

*(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.)*

Approved:

  
Human Resources Director

  
Mayor

Jan. 15, 2008  
Date

Revision History: 8/03, 1/08