

ASSISTANT TO THE MAYOR

Department: Mayor and City Council
Division: _____
Reports to: Mayor

Classification: Confidential "At Will"
FLSA Status: Non-Exempt
Grade/Pay: Grade 20

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

This is an "at-will" position and serves at the discretion of the Mayor. The Assistant to the Mayor assists in managing the Mayor's and City Council's schedule, correspondence and files, and is the "gatekeeper" for those requesting a meeting with, appearance by, or response from the Mayor and City Council. The incumbent in this position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and must be able to handle confidential matters with a high level of judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Respond to walk-in, visitors, phone calls, emails and letters to the mayor, prioritizing and referring requests and inquiries to the appropriate department and staff.
3. Receive and respond to questions and complaints from the general public, research and evaluate issues, and facilitate conflict resolution.
4. Receive or transcribe dictation for correspondence, reports, news releases, and proclamations.
5. Update the Mayor on any issues that need his/her attention.
6. Type finished copy from notes, typed copy, rough draft, oral instructions or self-composed letters or minutes; Review materials submitted for attention of Mayor and City Council.
7. Establish, organize and manage the Mayor's and City Council's correspondence and office files.
8. Establish and manage information systems for the retention of paper and electronic records.
9. Maintain calendar and appointments, review the Mayor's daily schedule and assist in managing the Mayor's schedule, handle travel arrangements, and manage changes, as circumstances require.
10. Assist in planning, coordinating and setting up Mayoral monthly Mayor's Breakfast meeting, and town hall meetings; coordinate mailings, graphics and facility reservations; work with elected officials and other staff to establish agenda..
11. Attend meetings and events as a representative of the City and to Mayor.
12. Track and monitor City Council agenda items and attend meetings as needed; assist elected official to prepare for the City council meeting, including gathering and noting items of interest, agenda and back up materials; attend to issues that arise out of City Council meeting.
13. Work on constituent issues with City Departments such as code enforcement.
14. Compose newspaper articles, web page content, newsletters, correspondence, and other types of documents.
15. Work cooperatively with co-workers and other elected officials to foster a team environment.
16. Dependable and meet acceptable attendance requirements at all times
17. Follow all applicable safety rules and regulations.
18. Perform other related duties as assigned.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Conduct and work with other agencies.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office operations, administrative procedures and methods, telephone and reception techniques, and computer equipment, programs, applications and uses.
- Basic policies, principles, procedures and practices of municipal government administration.
- Basic public relations techniques.
- Methods of research and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Functions of the various City departments and their interactions.
- Correct English usage, spelling, grammar and punctuation, vocabulary, and business letter writing and basic report preparation techniques.
- Customer service needs and delivery.
- Organization skills, procedures and operating details of a municipal government.
- Interpret and apply City, administrative and department policies and procedures.
- Establish and maintain effective working relationships and customer service levels throughout the course of every day business.
- Type accurately and at a speed necessary for successful job performance.

Ability to:

- Resolve disputes which are emotional, controversial, confrontational or adversarial.
- Build and maintain effective working relationships; Deal effectively with a wide variety of personalities and situations requiring diplomacy.
- Operate with technical proficiency modern office equipment including computer and computer programs such as Windows 2000, Word, Microsoft Access, Excel, etc.
- Work as an effective team member and also perform work independently and make routine decisions in the absence of supervision.
- Use initiative and independent judgment within established guidelines.
- Build and maintain a network of contact within the residential, government and business communities.
- Manage multiple priorities and strict deadlines.
- Build consensus and trust with elected officials, private industry, community groups, other agencies and City staff.
- Type at a speed necessary for successful job performance.
- Compose a wide variety of professional documents.
- Prepare and write a variety of reports, memoranda, correspondence and analyses.
- Communicate clearly and concisely, both orally and in writing.
- Analyze situations carefully and adopt effective courses of action.
- Multi-task, prioritize projects and complete work within deadlines.
- Maintain a calm demeanor while communicating with individuals who are angry, emotional, confrontational or adversarial.
- Maintain confidentiality and handle sensitive material concerning the City.

Experience, Education & Training:

Any equivalent combination of training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: High school diploma. Associates degree in business administration, public administration, or executive secretarial certificate program or equivalent. Bachelor's degree preferred.
- Experience: Two years of clerical experience assisting an elected official or a high-level private executive, or the equivalent amount and level of volunteer experience.
- Training: Above average word processing and computer skills.
- License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, and standing, walking, stooping and climbing ladders. Must be able to handle stressful situations and be able to carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

May 27, 2008