

EXECUTIVE ASSISTANT TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: The Executive Assistant to the Mayor is responsible for the administrative support of the Mayor's Office. The work is performed under the supervision of the Mayor and/or Chief of Staff. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs varied responsible and confidential assignments in the Mayor's Office;
- Prepares and processes correspondence, records, and documents for Mayor;
- Maintains calendar for Mayor;
- Schedules appointments for the Mayor;
- Coordinates meetings, receptions and official ceremonies for the Mayor;
- Manages Mayor conference rooms schedule;
- Answer inquiries from the public in person and by telephone;
- Receives screens and directs phone calls and visitors to appropriate personnel;
- Provides general information regarding City Operations and policies as necessary;
- Reconciles invoices for services procured from Mayor's Office and processes for payment;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Considerable knowledge of the activities and the functions of the various city departments and of the personnel concerned with particular departmental activities; strong organizational skills;
- Ability to establish and maintain effective working relationships with departmental personnel and the general public;
- Ability to represent the City of Albany well;
- Good judgment;
- Dependability;
- Friendliness;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years experience in public contact work or in public relations.

Issued: 8/1/01
Revised: 12/27/17