

ASSISTANT TO THE MAYOR

SUMMARY: Under limited supervision, performs administrative and public contact work of a confidential nature providing administrative support services to the Mayor. This is an appointed position that serves at the will of the Mayor.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Maintains the Mayor's calendar and schedules appointments; advises the Mayor of important meetings; makes travel arrangements; greets and handles each of Mayor's appointments and guests.
2. Reviews and coordinates responses to invitations received by the Mayor; coordinates and schedules appearances and speaking arrangements for the Mayor.
3. Organizes and assembles material needed for meetings, conferences, and public hearings, and coordinates scheduling arrangements.
4. Compiles and completes data for administrative and public reports and other documents.
5. Administers signature, action and reading files for the Mayor.
6. Receives, interviews, screens and refers callers, answering varied inquiries personally and explaining basic policies and procedures.
7. Composes, types and edits a variety of correspondence.
8. Establishes and maintains a comprehensive filing system.
9. Attends commission meetings, public hearings, community meetings, and other public hearings and events as requested by the Mayor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of proper Business English, grammar, punctuation, and spelling.
- Knowledge of modern office practices, procedures, systems and equipment.
- Knowledge of filing systems and records management.
- Knowledge of organizational operations and procedures.
- Skills in the operation of office equipment and machinery.
- Ability to exercise judgment and discretion in applying and interpreting organizational rules, regulations, policies, and procedures.
- Ability to perform routine administrative support activities; research and compile data; and prepare correspondence and reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Associate's degree in Public Relations, Business Administration or related field and four (4) years of administrative experience required, or any equivalent combination of training and experience. A valid driver's license is required.