

EXECUTIVE ASSISTANT TO THE MAYOR**SUMMARY:**

Under general direction, performs advanced administrative and professional management work in support of the Mayor in the areas of research, communications, public relations, project management and administration; assures the flow of accurate information in a timely and efficient manner; performs related duties as assigned.

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. Acts as a liaison to a diverse group of community stakeholders including resident groups, business associations, non-profit corporations, etc.
2. Works with Department Directors to plan, organize, and implement programs to improve conditions in the City's Community Redevelopment Area.
3. Assists in the management of grant and capital projects and promotes the timely completion of those projects through management efforts.
4. Monitors and evaluates program plans to ensure desired results and the meeting of stated goals and objectives.
5. Conducts research/analysis and special projects on an ongoing basis on a variety of issues to include review of city systems and related operations.
6. Communicates directly with the City Administrator, City Commission, advisory boards, co-workers, the public and others in a courteous and professional manner both orally and in writing.
7. Recommends and implements policy initiatives.
8. Attends commission meetings, public hearings, community meetings, and other public meetings and events as requested by the Mayor.
9. Represents the Mayor and the City at selected events, conferences, or meetings, whether regional or other, as directed by the Mayor.
10. Responds to inquiries and requests.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal management and fiscal management.
- Knowledge of the structure and function of local government departments.
- Knowledge of statistical concepts and methods along with the ability to independently conduct special projects and studies and report on the findings. This includes knowledge of a variety of methods of work measurements, research techniques used in productivity studies, and systems of internal controls.
- Skills in research and technical analysis.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to perform routine and complex administrative functions independently.
- Ability to analyze facts, exercise sound judgment, arrive at valid conclusions, and make recommendations to the Mayor.
- Ability to gather information pertinent to the area of assignment through interviews, questionnaires, and observations.
- Ability to organize work and determine priorities.
- Ability to communicate effectively both verbally and in writing.
- Ability to work under pressure and in a timely fashion.
- Ability to handle special projects of a diverse nature as assigned.
- Ability to establish and maintain effective working relationships with the Mayor, the public and other employees in all departments.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: While performing the duties of this position, the employee is frequently required to sit, talk, or hear, grasp, reach with hands and arms, and use hands and/or fingers to handle, operate objects, tools and controls. The employee is occasionally required to walk, stand, climb, balance, stoop, kneel, stand, push and pull. The noise level in the work environment is moderate, a standard business office with equipment running, and loud when in the field. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Public Policy/Administration, or related field, and three (3) years of professional experience in government/municipal management, or any equivalent combination of training and experience. A valid Florida driver's license is required.