EXECUTIVE ASSISTANT TO THE MAYOR

DEFINITION
Under general direction, provides professional, administrative, and operational oversight and support to the Office of the Mayor.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Represents the Mayor to the public, elected officials and City staff; provides analytical research and information for the Mayor; prepares written comments, presentations and speeches for the Mayor; oversees the preparation and maintenance of Mayor's calendar; serves as Administration Department representative on City Committees; interacts with press; reviews and screens incoming correspondence.

Researches and responds to constituent inquiries and complaints in cooperation with City staff and the public; completes special and ongoing projects and tasks as assigned by the Mayor; assists the Mayor in the analysis and resolution of problems and the development of strategies to provide service to the public; prepares staff reports and City Council initiatives on behalf of the Mayor.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of applicable city, county, state, and Federal statutes, rules, ordinances, codes and regulations governing municipal administration
Knowledgeable of City and Department policies and procedures
Knowledgeable of strategic planning principles and techniques
Knowledgeable of personal computer hardware equipment and software packages
Skilled in assessing and prioritizing multiple tasks, projects, and demands
Skilled in working with conflicting deadlines to complete
Skilled in identifying, analyzing, and implementing solutions to complex problems
Skilled in providing and following oral and written communication in English
Skilled in establishing and maintaining productive working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending, and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelors Degree in Public Administration, Communications, Political Science or closely related field, Master's degree preferred **AND** five (5) years experience in public or business administration responding to or managing a variety of complex and confidential assignments **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.