SENIOR ASSISTANT TO THE MAYOR

DEFINITION
Under general direction from the Mayor and/or City Council, performs a broad range of professional, administrative, logistical support work for the Mayor. *This position serves at the pleasure of the Mayor. Therefore, the minimum qualifications and essential job functions can be modified in accordance to the needs and interests of the Mayor and the residents of the City of Inglewood.*

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. 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
- Researches, prepares, and writes materials for publication, public address or correspondences;
- Attends meetings and conferences to provide and/or obtain information for Mayor;
- Acts as a liaison for inquiries and requests from constituents on behalf of Mayor and prepares written or verbal responses; Conducts research and analyses on critical issues as identified by the Mayor or City Council;
- Facilitates communications between the community and elected staff;
- Interfaces with appropriate departments and community leaders to foster relationships with the public and City Government.
- May prepare statistical, analytical and/or narrative reports as required;
- Coordinates the development, preparation, and administration of grants for the Office of the Mayor;
- Maintains contacts with various departments and with other public and/or private agencies to assist Mayor in resolving mutual problems, develops improved services and public relations;
- May accompany Mayor on official business of the City locally and out of State;
- Develops professional relationships with local state, county, state and government officials;
- Coordinates external requests for appearances by the Mayor and recommends and suggestions on issues affecting the Mayor;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal administration, City and Department policies and procedures, strategic planning principles and techniques and conflict resolutions techniques and methods.
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working within deadlines to complete projects and assignments, and in evaluating, analyzing, identifying and implementing solutions to complex problems;
- Ability to effectively communicate verbally and in writing, to establish and maintain positive and productive working relationships with a diverse groups, and maintain and demonstrate professionalism in challenging situations, ability to resolve conflicts in productive manner;
- Proficient in the use of a personal computer to include Microsoft Office Suite products and other software needed to perform essential job duties.

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. Incumbent May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS *
*This position serves at the pleasure of the Mayor. Therefore, the minimum qualifications and essential job functions can be modified in accordance to the needs and interests of the Mayor and the residents of the City of Inglewood.*

** Bachelor degree in Public Administration, Communications, Business Management or closely related field from an accredited college or university, **AND** four years of progressively responsible experience working in a capacity supporting elected officials. Must possess at the time of application and maintain a valid California Driver’s License.