

## **POSITION**

### **City Council Executive Assistant**

## **DESCRIPTION**

Works under the supervision of the City Council member. Work is performed under minimal direction with initiative, discretion, and independent judgment. Manages the Council members calendar and provides support in the development of communications from the Office of the Council member. Performs specialized office procedures such as transcribing meeting minutes/notes, creating forms and tables, or typing documents, correspondence, technical and statistical reports, and data for publication. Interacts with other departments and the public by telephone, email or in person; provides information, directs individuals to appropriate personnel, takes and relays messages, or receives, logs, and processes complaints. Compiles data for special and periodic reports; assists with presentation of data as directed, and assists in completion of technical assistance projects. Sets up and maintains departmental files. Develops and maintains access databases for Council-appointed bodies; provides assistance with computer software. May supervise an assigned staff. Must also have an understanding of policies and politics in order to assist the council when needed.

## **DUTIES**

Conducts field observations to ascertain the level of service rendered by various City agencies

Channels citizen complaints and requests for service to appropriate service agencies and performs necessary follow-up

Resolves problems that have a significant impact on the overall goals of the office

May serve as liaison with the public, State, Federal, private organizations, boards and commissions

Prepares technical and non-technical correspondence and/or presentation materials

Maintains office calendars, including Council member appearances, meetings, etc.

May assist with grant writing and researches grant opportunities

## **SUPERVISORY RESPONSIBILITIES**

May supervise an assigned staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Associates degree in business, Secretarial science or related field; five or more years related experience and/or training in local government or a related field; or equivalent combination of education and experience. Knowledge of grassroots organizing a plus.

## **LANGUAGE SKILLS**

Excellent written, verbal, and interpersonal communication skills. Ability to prepare reports and correspondence. Ability to communicate effectively with groups of residents, other office staff and the public.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written or oral form and deal with several abstract and concrete variables.

## **PHYSICAL DEMANDS**

May be required to travel locally to meetings that council member can not attend

## **WORK ENVIRONMENT**

Fast paced environment

## **COMPENSATION**

\$55K  
Great benefit package

## **PLEASE SEND YOUR RESUME TO**

Councilassist22@gmail.com