

CONFIDENTIAL ASSISTANT TO THE MAYOR

DISTINGUISHING FEATURES OF THE CLASS: This position provides a personal and confidential assistant to a Village Mayor to serve in any capacity desired whether in administration, bookkeeping, public relations, investigative, secretarial, etc. As this position is intended to provide services in areas of particular concern of an incumbent Village Mayor, particularly those that are sensitive in nature, the exercise of communication and action must reflect the policies and goals of the Mayor. Appointments to the position are made by the Mayor who provides either general or direct supervision as may be required by circumstances. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison between the Mayor and employees, department heads, legislators, community leaders, members of the public, etc.;

Answers telephone calls, receives complaints, by mail or in person, and analyzes same for response;

Prepares correspondence for the Mayor's signature;

Takes part in confidential or sensitive issues as necessary and follows-up as required;

Conducts research and gathers information for the development of projects, prepares statistical and narrative reports, and coordinates the implementation of projects as adopted;

As directed by the Mayor, audits, reviews, monitors and provides advice on administrative matters including but not limited to personnel practices, program development, agency costs and expenditures, etc.;

Maintains budget records and materials, researches availability of grants, makes projections and provides input for budget preparation;

Prepares drafts of press releases;

Represents the Mayor at a variety of meetings, forums and legislative proceedings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of administrative practices and procedures; ability to analyze and define problems and formulate appropriate solutions; ability to present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Qualifications are determined by the Village Mayor.