

EXECUTIVE ASSISTANT - MAYOR'S OFFICE

General Statement of Duties: Performs high level administrative and secretarial functions in support of daily activities in the office. responsible secretarial and clerical work relieving the Mayor and City Council of such details. Handles both routine and complex administrative matters in a confidential manner. Will frequently interact with the public and other employees necessitating the exercise of independent judgment.

Supervision Received: Work is performed under the general supervision of the City Administrator and Mayor.

Supervision Exercised: Supervision may be exercised over clerical subordinates.

Typical Examples of Work: (Not necessarily in order of importance)

- Perform varied responsible and confidential assignments in the Mayor's Office.
- Prepares and processes correspondence, records, and documents for Mayor and City Council members and other persons as assigned by the City Administrator.
- Take dictation, type letters, memoranda and reports.
- Prepare material for regular and special meetings for the Mayor and City Council.
- Compose and type correspondence as directed by the Mayor and City Council.
- Maintains calendar for City Council, City projects, special events and regular meetings for the Mayor and City Council.
- Schedules appointments for the Mayor and City Council.
- Coordinates meetings, receptions and official ceremonies for the Mayor and Council including arranging for food, refreshments, decorations, etc.
- Processes payroll for the Office of the Mayor.
- Schedules conference rooms and Council Chambers.
- Answer inquiries from the public in person, by telephone and by letter.
- Receives, screens and directs phone calls and visitors to appropriate personnel.
- Provides general information regarding City Operations and policies.
- Reconciles invoices for services procured from Mayor's Office and processes for payment.
- Performs clerical support for preparation of budget and provides monthly budgetary comparison to the Mayor.
- Maintain confidential and other files and records.
- Assemble information regarding departmental operations and regulations.
- Maintain membership records for all commissions and boards and prepare correspondence for appointments, resignations, etc.
- Coordinates City Hall visits. Maintains a supply of souvenirs for official visitors and guests.
- Conducts research on pertinent issues facing the City which can be forwarded to the Mayor and City Council.
- Performs related work as required and assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

Graduation from an accredited High School, including or supplemented by courses in business, typing, word processing and other commercial subjects. **Associates Degree in business or office management is preferred.**

Five or more years of experience in an office environment. **Experience as an executive assistant or in office management is preferred.**

Ability to understand and follow complex oral and written instructions, and carry them out independently.

Thorough knowledge in modern office principles and practices including advanced skills in the Microsoft Office Suite

Mental alertness, integrity, dependability, use of independent judgment and confidentiality.

Initiative and resourcefulness in handling public contact

Ability to assemble data and prepare accurate records and reports.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, community leaders, and other employees

Excellent command of the proper English language and grammar.

Ability to learn all aspects of City operations to assist in efficiently serving citizens

Advance communication skills, both written and oral

Speed, skill and accuracy in use of computer, typewriter and other office machines.

JOB AVAILABLE: Executive Assistant - Mayor's Office

Pay Rate: Depending on Qualifications

The successful candidate for this position should have the minimum qualifications of an Executive Assistant, as described in the attached job description.

The position will primarily be assigned to the Mayor's Office. Thus, the job duties will consist of the responsibilities outlined in the job description for the Executive Assistant for the Mayor.

Under the rules and regulations of the Personnel Policy handbook, a new probationary period of twelve (12) months will be applicable. As stated in the policy handbook, "at or before completion of the new probationary period, the employee will be reclassified as a regular full-time employee in the new position, returned to the previous position or demoted."

As a matter of policy, when permanent employees bid on job openings consisting of lateral or lower positions than that which they currently hold, such moves will only be made with the provisions that the employee will be prohibited from bidding from that position for a period of three (3) years. This policy is to provide a degree of stability to all departments and eliminated the need for excessive training.

IF YOU ARE INTERESTED IN APPLYING FOR THIS JOB, submit a letter with updated resume to the Department of Administrative Services, 3200 Biddle Avenue, Wyandotte, MI 48192, no later than July 22, 2013.

City of Wyandotte
Executive Assistant
Mayor's Office

The City of Wyandotte, Michigan is accepting resumes for the position of Executive Assistant to the Mayor. Salary and benefits dependent on qualifications. Complete job description can be found at www.wyandotte.net. Applications will only be accepted from 7/15/13 through 7/22/13. Submit resumes and application to the City of Wyandotte, Administrative Services Department, 3200 Biddle Avenue, Suite 300, Wyandotte, MI 48192. E.O.E.