

Adopted: June, 2006, Revised: \_\_\_\_\_

## Class Title: Deputy City Clerk/Executive Assistant to the Mayor

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides high level administrative support and assistance to the Mayor. Assists with various special projects and community forums, prepares background information for meetings and public appearances, and researches and composes speeches and correspondence.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides high level confidential and comprehensive administrative support and assistance to the Mayor.
2	S	Conducts research, gathers information and data; analyzes and organizes information.
3	S	Composes and produces a variety of documents of a complex nature including memorandums, correspondence, briefing papers, speeches and remarks.
4	S	Communicates with citizens and responds to inquiries.
5	L	Assists with various special projects and community forums; ensures timely and effective management of projects.
6	L	Prepares background information for meetings and public appearances; accompanies and/or represents the Mayor at various meetings.
7	S	Serves as a liaison to the City administration and regional, state and federal agencies.
8	S	Maintains knowledge of current issues and understands the implications of new information for both current and future problem-solving and decision-making.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	A level of experience that demonstrates the ability to effectively perform the essential functions.
Certifications and Other Requirements	Valid Driver's License may be required.
Reading	Work requires the ability to read City ordinances, codes, meeting agendas and minutes, reports, presentations, newspapers, memorandum, letters, research, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as statistical information.
Writing	Work requires the ability to write speeches and remarks, briefing papers, research, reports, memorandum, and general correspondence.
Managerial	Managerial responsibilities include project management.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinates, evaluating work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives and general public.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Office equipment, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Inter-office, to/from meetings, presentations
Lifting	R	Office supplies, files, presentation materials
Carrying	R	Office supplies, files, presentation materials
Pushing/Pulling	R	Supplies, equipment, file cabinet drawers
Reaching	O	Supplies, files, telephone
Handling	R	Supplies, files, presentation materials
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	R	Retrieving files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, meetings, writing, driving
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	C	Communicating with personnel and general public, on telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, computer, printer, standard Microsoft Windows and Office software, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)