

MAJOR FUNCTION

This is responsible administrative work in the Mayor's office. Assignments involve scheduling and coordinating engagements, writing correspondence, conducting research and interacting directly with citizens. Work is performed under the supervision of the Mayor. Work is evaluated through conferences, observations, written reports and by results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Assists the Mayor by serving as liaison between the Mayor, City staff, and the public. Represents the Mayor at meetings to furnish or obtain information as needed, and participates in staff briefings, as requested by the Mayor. Researches, analyzes and briefs the Mayor on complex and lengthy issues, and compiles information for the Mayor's use in meetings. Keeps the Mayor, City Commission, and staff informed of current issues and of calendar changes and status of issues. Reviews, routes and/or responds to correspondence and other incoming documents directed to the Mayor. Drafts and types responses to citizen correspondence. Coordinates interactions with the media. Receives and monitors all calls on behalf of the Mayor. Handles all citizen complaints, concerns, and requests for information, either personally or by forwarding to the appropriate City department. Prepares remarks for various speaking engagements, and other correspondence for the Mayor's signature. Staffs Mayor on statewide and national associations. Coordinates the preparation and presentation of proclamations, keys and ceremonial events for the Mayor and City Commissioners. Maintains calendar for the Mayor, receiving requests for meetings or speaking engagements to schedule appointments. Approves all purchases for the office. Performs related work as required.

Other Important Duties

Arranges the Mayor's travel, preparing related paperwork, contacting airlines, travel agency, and hotels. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the organization, operations, governing laws, and policies of the City. Knowledge of current and past issues of the City Commission. Knowledge of research methods and techniques, and methods of report preparation and presentation. Ability to analyze facts and exercise judgment to arrive at valid conclusions. Ability to conduct surveys and analyze, interpret, and report findings. Ability to communicate effectively both orally and in writing. Ability to recognize priorities and coordinate daily schedule accordingly. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in public relations. Skill in the use of modern office equipment, including microcomputers and the peripherals, applications, and software programs that are necessary to successful job performance.

Minimum Training and Experience

Possession of a Bachelor's degree and two years of professional, staff, or administrative experience; or an equivalent combination of training and experience. A Bachelor's degree in political science, public policy, public administration or a related area may be substituted for one year of the required experience.

Necessary Special Requirements

Possession of a class "E" State driver's license at the time of appointment.

Ability to operate a microcomputer using word processing applications at the normal user level, as defined by the City of Tallahassee, with at least 75% accuracy.

Established: 07-12-89
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