



<b>Job Title</b>	<b>Executive Assistant to the Mayor's Office</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12819</b>

**Class Specification – Executive Assistant to the Mayor's Office**

**Summary Statement:**

The purpose of this position is to serve as the first line of contact to the City via the Mayor's Office for citizens, business associates, and City staff by providing administrative support to the department. This is accomplished by frequently interacting with the Mayor and Chief of Staff's Executive Team, City Council, and City Department Heads on issues related to meetings, correspondence, and citizen calls/visits; coordinating meetings, calendars, and conference rooms for the Mayor and the Chief of Staff; preparing meeting agenda and minutes; maintaining tracking sheets for all contracts, POs, expense reports, invoices, and travel. Other duties include managing phone calls and e-mail; responding to mail on the Mayor and Chief of Staff's behalf as needed; maintaining spreadsheet of invitations; and sorting incoming mail for distribution to appropriate departments.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced journey level class in the Assistant to the Mayor's Office series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey and intermediate journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series or may serve in a working supervisory capacity over lower level staff.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of complex administrative, secretarial, and accounting clerical duties in support of assigned department, division, or team. Review, research, and summarize a variety of fiscal, statistical, and administrative information; coordinate and participate in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature. Coordinate and participate



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	in activities related to the development and administration of the assigned budget; ensure that department or division staff submit necessary documents and forms according to established timeliness; monitor expenditures and other financial transactions; ensure compliance with budgetary restrictions; maintain related financial ledgers and logs; and resolve discrepancies.
25%	Maintain a calendar of activities, meetings, and various events for assigned staff; schedule meetings and coordinate activities with other City divisions and departments, the public, and outside agencies; and make travel arrangements as required. Screen office and telephone callers; and respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities. Serve as liaison for the assigned area with other City departments, divisions, and outside agencies; and answer questions and assist in negotiating and resolving sensitive and controversial issues. Provide support for the Pike's Peak Community Foundation, NCC, DF and Campaign Finance.
20%	Perform responsible administrative secretarial duties in support of City executive management staff; perform a wide range of administrative support tasks, ensuring the clerical and administrative portions of the executive's work are accomplished. Attend meetings; prepare agendas and other documentation; take minutes and notes of action taken; and distribute information to appropriate staff as necessary. Perform a variety of the full range of general clerical duties including filing, record keeping, data processing, and dictation/transcribing. Performs a wide range of duties to support the review of contracts and procurement of signatures, time approval and office budgeting.
15%	May oversee and review the work of office staff; provide training as necessary; provide information on office procedures; respond to and resolve inquiries; and recommend improvements in workflow, procedures, and use of equipment and forms. May coordinate, supervise, and participate in the full range of complex clerical accounting functions involved in maintaining a major account or class of accounts; and review work to ensure conformance with established accounting policies, procedures, and account closing dates; and perform the full range of clerical



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	accounting tasks including examination coding, posting, verification, and reconciliation of accounting data.
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<b>Competencies Required:</b>
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.



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Experience: Five years of full-time administrative experience, including experience in an executive support role.

**Education and Experience Equivalency**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

**Supervision Received:**  
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**  
 The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: December 2017