

ASSISTANT TO THE MAYOR - 080

DEFINITION OF WORK

Under general supervision, performs responsible professional work on a variety of assignments in support of the Mayor's office; does related work as required.

EXAMPLES OF WORK

Assists the Mayor in formulating and implementing policies, programs and special projects related to Mayor's office involvement in critical community issues; plans, coordinates and facilitates community problem-solving efforts, special events, meetings, conferences and public forums initiated by Mayor; manages all aspects of internal and external communications activities of the Mayor's office, including media and public relations functions such as public information programs, news releases, news conferences, annual reports and a variety of other publications; performs research and grant-writing functions; provides staff support for Mayor during selected conferences and seminars; coordinates citizen participation in the citizen advisory boards and commission application process; coordinates the development of annual action plan and long-range planning for Mayor's office; serves on various boards and committees to represent the Mayor's office; serves as the Mayor's liaison with various community organizations and citizen groups; creates work programs for and supervises college and graduate interns; handles a variety of inquiries and complaints from citizens.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in public administration, sociology, political science, communications or related field, preferably supplemented by related graduate work and experience in community affairs, public affairs or related work.

Knowledge, Skills and Abilities: General knowledge of municipal programs and services; ability to quickly acquire and employ knowledge of Mayor's office objectives, procedures and methodology; knowledge of the methods, practices and references used in performing statistical and analytical research; ability to establish and maintain effective relations with elected officials, media, other City employees and the general public; ability to write and speak clearly; ability to formulate and express ideas effectively; knowledge of computerized equipment and software utilized in performing tasks.