****JOB DESCRIPTION

Position: Administrative Assistant to the Mayor

Department: Administration Classification: \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENERAL PURPOSE**

This role performs highly confidential and responsible secretarial and related tasks within the Office of the Mayor, and provides administrative support for the City Administrator and Director of Human Resources. Within this role, the Administrative Assistant is responsible for interacting with and answering questions from the public, directing callers to the proper office and maintaining the City’s social media and website.

**SUPERVISON RECEIVED**

Supervision is received from the Mayor and City Administrator, who make occasional reviews of work methods and results and who gives general instructions on assignments.

**SUPERVISION EXERCISED**

Employees in this class may supervise lower level clerical employees involved in correspondence, filing and other miscellaneous office duties.

**JOB FUNCTIONS AND RESPONSIBILITIES**

* The employee in this class serves as executive secretary to the Mayor, and is responsible for the performance of difficult and varied secretarial and clerical duties and providing information to the public and private agencies and in answering general correspondence. Work includes receiving telephone calls, assisting visitors, use of independent judgment in keeping confidential and complex records, maintaining the Mayor’s calendar, yearly records retention and disposition of all records within the Mayor’s Office, and other tasks as assigned.
* Oversees the management of content on the City’s website and all social media platforms.
* Coordinates and collects trash hauler renewal permits.
* Coordinates the downtown planter program with the Shade Tree & Beautification Commission.
* Creates presentations, letters, and other communications for the administration, departments, and other quasi-governmental agencies as directed by the Mayor or City Administrator.
* Provides staff support to a variety of boards and commissions, including but not limited to sending out public notices; minute keeping as directed by the Mayor; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of intergovernmental and public relations.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from high school or GED equivalent.

(B) Extensive experience in performing clerical work of a progressively responsible

nature.

Necessary Knowledge, Skills and Abilities:

(A) Comprehensive knowledge of computers, computer software, printers, office

equipment, office practices and procedures; thorough knowledge of the functional

procedures, organization and regulations of the Tiffin City government; thorough

knowledge of business English, punctuation, spelling and mathematics; ability to

compose a variety of correspondence of memoranda with only general

instructions; ability to establish and maintain effective working relationships with

other employees, Council, and the public.

1. Must be articulate and diplomatic; must be professional in dress and demeanor.

**SPECIAL REQUIREMENTS**

Confidentiality is of the utmost importance as the Administrative Assistant/Clerk of Council. The majority of the work performed in this position requires the considerable use of independent judgment with little or no supervision. The implementation of the work is self-generated and done through own composition, by researching past records, and receiving input from staff members. Completed work is reviewed by the Mayor or City Administrator.

**TOOLS AND EQUIPMENT USED**

All office equipment which includes; copy machines, fax machine, telephones, voice recorders, postage machine, calculator, computers, scanners, and computer software.

**PHYSICAL DEMANDS**

The physical demand described here are representative of those that must be met by an

employee to successfully perform the essential duties of this job. The employee must occasionally lift and/or move up to 40 pounds, if needed.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Performs in a customer friendly office atmosphere with distractions and frequent interruptions, noise level in the work environment is usually quiet, some activities may result in contact with irate citizens. While performing the duties of this job, employee may occasionally be required to retrieve files in the attic or basement, which can be dusty, extremely cold in the winter months and extremely hot in the summer months.

**THE IDEAL CANDIDATE**

The ideal candidate must be able to process information quickly and communicate complex issues and break them down into simple terms to be easily understood. The ideal candidate will have a demonstrated ability to build and maintain effective working relationships within the City as well as with media providers, consultants, and the public.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: Signature:

Mayor                                 Employee

Effective Date: Revision History:\_Updated 05-17-24