



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Administrative Assistant to Mayor  
**Department:** City Manager  
**Classification:** 0034  
**Pay grade:** 17E  
**FLSA:** Non-Exempt

**Prepared Date:** 9/08  
**Approved By:**  
**Approved By:** Marjorie H. Adler

### **Summary**

Performs administrative, secretarial and clerical work for the Mayor. Performs office management duties.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Provides administrative and clerical support to the Mayor. Serves as Liaison for the Mayor, City Commissioners and City management.

Provides administrative support to the International Affairs Coordinating Council.

Handles calls from the public; provides information and assistance; resolves problems; refers public concerns from the Mayor to Administration.

Stays apprised of Commission Agenda items and required follow-up action. Stays apprised of activities occurring throughout the City.

Supervises Intern Program when applicable.

Prepares purchase requisitions for the Mayor.

Handles special projects; conducts research; compiles and analyzes data; studies problems and develop solutions.

Schedules and makes arrangements for Mayor's attendance at meetings, conferences and special events.

Prepares materials for meetings and public speaking presentations.

Prepares, maintains and distributes a variety of reports. Maintain records and files.

Handles Mayor's mail, e-mail, phone calls and calendar. Provides information as needed. Composes and prepares responses to correspondence.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of laws and ordinances relating to the operation of the Mayor, City Commission, City activities, City protocol and office management. Knowledge of office practices, systems and equipment. Ability to train, coordinate and review the work of clerical personnel. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions. Ability to communicate effectively with management, co-workers, the public and City officials. Ability to maintain complex records and prepare reports. Ability to take minutes, operate computers, fax machine and other office equipment. Ability to work independently and make decisions. Organization, written and oral communication skills are necessary. Skills in Microsoft Word, Excel, Outlook and PowerPoint required.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

High School diploma or equivalent.

College coursework helpful.

Administrative or executive secretarial experience preferred; minimum of five (5) years clerical experience required.

Experience working for a municipality preferred.