

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Mayor Administrative Office Assistant	Job Code: 1027
Date: December 6, 2022	EEOC Code: EX
FLSA Designation: Exempt	Civil Service Status: Not Covered

DEFINITION: This is administrative and secretarial support work to the Mayor, Deputy Mayor, and Chief Administrative Officer.

CLASSIFICATION STANDARDS: The single position allocated to this classification is directly responsible to the Mayor and performs all duties under very general supervision. This work is distinguishable from that of lower-level administrative assistants by its direct support to the Mayor, Deputy Mayor, and Chief Administrative Officer and supervision of a lower-level secretarial position.

ESSENTIAL DUTIES: Schedule, coordinate, and track all appointments for Mayor, Deputy Mayor, and Chief Administrative Officer; act as intermediary for the Mayor, Deputy Mayor, and Chief Administrative Officer when dealing with the public; draft and prepare letters, email messages, and other correspondence; greet and screen visitors to the Mayor's Office; compile and edit information and calculations for special reports and submit for review; receive, review, and process work from City departments, the public, businesses, government agencies, or other sources for administrative use; organize, prioritize, and coordinate information into a usable form for analysis, review, or release by department personnel; design, implement, and monitor recordkeeping and reporting system; monitor, review, and process department employee and timekeeping records; make travel arrangements; prepare, coordinate, and implement promotional activities; coordinate, prepare, and submit work orders for office equipment repairs or replacement; purchase supplies and track department expenditures; coordinate use of resources with other departments; develop and implement changes in Mayor's Office processes and coordinate work production on an inter- and intra-departmental basis; assist other staff members as needed.

Supervise, plan, and coordinate work of assigned employee including scheduling of workload and coordinating workflow; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve employee concerns; conduct performance evaluations and enact rewards and discipline if needed; maintain and review all reports, work records, work specifications, and appropriate documentation; evaluate and make recommendations for solutions; oversee all office functions and ensure work is performed properly and efficiently; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 5 years of clerical, secretarial, or related experience **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

License(s)/Certificate(s): A valid, lawful Driver License is required.

SELECTION FACTORS: *Extensive knowledge of:* operations performed and purposes served by Mayor's Office. *Knowledge of:* administrative and secretarial support functions including

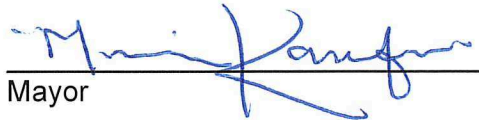
operation of standard office machines and equipment; supervisory principles, techniques, and methods; basic budgetary and accounting processes of the City organization and Mayor's Office; employee timekeeping; policies and procedures established for work system; operations, functions, and terminology of Mayor's Office; basic English composition, spelling, and grammar.

Skill in: organizing and tracking executive work schedules; front-line handling of difficult or upset individuals; practicing trust-building behaviors. **Ability to:** work independently with little or no direct supervision; direct workflow; write performance evaluations; supervise others; maintain equitable working relationships with supervisors, subordinates, other departments, and the public; deal with the public in an accurate, courteous, and calm manner in all circumstances; communicate effectively both orally and in writing.

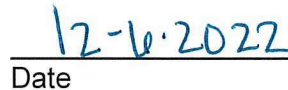
TOOLS AND EQUIPMENT USED: Computer, calculator, copier, telephone, and other office equipment, as necessary.

PHYSICAL DEMANDS: Requires sitting at computer or desk for long periods. May include driving to various City sites, meetings, and events.

ENVIRONMENTAL FACTORS: Work location is inside with little or no occupational hazards. Requires frequent public contact and may include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Mayor



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.