

Job Description

Human Resource Use Only

Position Number:

Step/Grade - H

Effective Date: 09/2014

POSITION IDENTIFICATION

Position Title: ~~Mayor Administrative Assistant~~ Assistant to the Mayor
Division: ~~Mayor~~ Mayor's Office
Status: Full Time Non Exempt (Monday through Friday from 7:30 a.m. – 4:30 p.m.)
Normal Workweek: ~~Monday through Friday, 7:30 AM to 4:30 PM~~

SUPERVISORY RELATIONSHIPS

Reports to: Mayor
Directly Supervises: No supervisory responsibilities (with the exception of interns, if applicable)

POSITION PURPOSE

~~This is a high level executive assistant position designed to relieve the Mayor's Office of various administrative duties. The position assists the Mayor in directing and coordinating administrative activities for the City of Manitowoc, and directs the activities of the office as well as the Mayor's schedule. Work requires the exercise of confidentiality, initiative, independent judgment, and discretion. The duties of this position are of such a nature that the employee often works on a large volume of projects covering a wide variety of subjects which are required to be completed within a limited and specified period of time, as well as the ability to accept, handle and coordinate additional tasks. The incumbent frequently works with considerable independence in acting as confidential liaison for the Mayor's Office, responsible for administration of the City's website, administration and maintenance of the City's meeting software, preparing constituent correspondence, and is the internal department liaison to the Mayor. Work is performed under moderate supervision and reviewed in a general manner on the basis of results obtained.~~
This is a high level executive assistant position which performs work as an assistant to the Mayor for the City of Manitowoc, representing the Mayor's Office in a wide variety of internal and/or external activities, projects, and on-going assignments. The position assists the Mayor in directing and coordinating administrative activities for the City of Manitowoc, and directs the activities of the office as well as the Mayor's schedule.

ESSENTIAL DUTIES

Administration

- ~~Assist the Mayor with all office administration, including mail processing, screening of e-mail, reporting, ordering office supplies, and handling of confidential information. Also serve as a notary and able to notarize documents as requested.~~
- Exercise confidentiality, initiative, independent judgment, and discretion.
- Work on a large volume of projects covering a wide variety of subjects which are required to be completed within a limited and specified period of time, as well as the ability to accept, handle, and coordinate additional tasks.
- Ability to work with considerable independence in acting as confidential liaison for the

Mayor's Office, responsible for administration of the City's website, an administrator of the City's meeting software, preparing constituent correspondence, and is the internal department liaison to the Mayor. Work is performed under moderate supervision and reviewed in a general manner on the basis of results obtained.

- Serve as the Mayor's Office representative attending various monthly meetings and/or monitoring minutes of such meetings as directed by the Mayor.
- Collect electronic "7 Minutes with the Mayor" reports from each Department Head weekly, bring important or time sensitive department issues to the Mayor's attention, and schedule meetings/address those issues as needed.
- Prepare and distribute the Mayor's weekly schedule to Department Heads and Common Council President.
- Process payroll for Department Heads and the Mayor.
- Facilitate monthly meeting of City of Manitowoc Administrative staff to include developing agendas and minutes.
- Prepare documents and information pertaining to the Common Council meeting if necessary.
- Track various City Commissions, Committees, and Boards, and prepare appointments necessary by the Mayor.
- Manages the events that are coordinated through the Mayor's Office.
- Prepare agendas, supplemental meeting materials for various meetings, reports, letter, or other documents.
- Make all travel arrangements when the Mayor is required to travel, providing detailed report before traveling.
- Keep Mayor apprised of all retirements/resignations/new hires.
- Receive and screen telephone calls and visitors scheduling tours and determining the area of responsibility and other inquiries to gather pertinent information to coordinate efforts to expedite matters for the Mayor's office.
- Schedule meetings with management personnel, elected officials, City employees and members of the public, as well as events and appearances
- Order and keep sufficient office supplies for the Mayor's Office along with promotional items and the "Key to the City".
- Researching and responding to constituent requests for information and resolving complaints.
- Work closely with the Manitowoc International Relations Association in regard to finances and maintaining the financial accounts, in addition to the distribution of all meeting materials, including posting to the City website.
- ~~➤ Individual responsible for reporting on all LEAN initiatives for every department. Reports on savings /measurements /accomplishments /statistics provided to the City Council/Public via the City Website. Also acts as the enforcement agent to ensure departments are reporting these activities timely and appropriately.~~
- ~~➤ Process account payables and mileage logs for the Mayor, and prepare Mayor's quarterly Budget Status Exception Report to be submitted to Finance, while maintaining Mayor's Office budget lines while providing oversight for the Mayor's Office and Common Council budget and expenditures.~~
- Organize annual programming for the Mayor's Youth Action Council.
- Create and prepare various proclamations, commendations, congratulatory letters, letters of support, and certificates as requested by various organizations, members of the public and

City departments for presentation by the Mayor.

- Assist the public, city officials and city personnel with requests for information.
- Assist in preparing the Mayor's weekly Community Update, including gathering background and researching information as directed by the Mayor.
- ~~➤ Schedule City Hall Council Chambers and conference rooms for various meetings as requested.~~
- ~~➤ Design charts as organizational aids for department projects.~~
- ~~➤ Filing, cleaning and organizing files. Keep informational materials current in answering inquiries and visitors.~~
- ~~➤ Prepare and organize Mayor's Suite, including replenishment of supplies, cleaning and organizing.~~
- ~~➤ Order and keep sufficient supplies of promotional items and the "Key to the City."~~

Public Relations (Internal and External)

- Manage the content for the City of Manitowoc website, ~~acting as sole administrator for the City's website~~ and 3 sub-sites (Lincoln Park Zoo, Family Aquatic Center, and Rahr-West Art Museum) ~~acting as~~ Continuing to be the main contact person for project management with the hosting consulting company.
 - Project management and administration includes essential home page updates, emergency alerts, updates to pages, documents, calendars, for the Mayor's Office or as agreed upon between administrative staff, oversee username logins ~~and passwords and for~~ security access, maintain updates for social media and mobile apps, Facebook/Twitter/~~LinkedIn~~ feeds, and ~~coordinating~~ coordinate the training of staff (~~45 employees~~) that ~~assist in~~ are responsible for departmental specific updates.
 - ~~○ Update communications in regards to the Mayor's Community Updates, Mayor's Calendar of Events, various agendas and minutes, and community events.~~
 - ~~Administrator for Granicus Platform (iLegislate) utilized by City Council and staff by overseeing username logins and passwords and security access, providing training to Council and staff as requested.~~ Administrate communication between staff and the consultant when there are unresolved issues, after the staff member has followed the established protocol.
 - ~~○ Administrate communication between issues Council and staff is experiencing with the software and the consultant.~~
- ~~➤ An administrator for Granicus Platform (iLegislate) utilized by Common Council and staff by overseeing username logins, passwords, and security access.~~
- Organize various mayoral functions throughout the year including (but not limited to) the ~~Mayor's Annual State of the City Address,~~ Mayor's Annual Business Roundtable, Management Farewell Functions, Council Re-Organization, ~~LEAN business process improvement sessions,~~ ~~Mayor's Annual Christmas Coffee,~~ ~~Mayor's Annual Volunteer Appreciation Picnic,~~ ~~Mayor's Annual Employee Appreciation Day,~~ Employee Christmas Party, Staff Holiday Potluck, Inauguration, Annual Maiden Voyage of the Carferry, and the Mayor's Department Head Staff Retreat.
- Works with local and regional media to update the community on issues that impact the residents of the City.
- Manage the organization ~~activities for of~~ the annual Lakeshore Holiday Parade, Memorial Day Parade, and 4th of July Parade, including (but not limited to) supervising parade entries, supervise committee members' duties, secure funding, set and attend meetings,

- develop agendas and ~~send out notices and media releases~~ oversee event budget.
- Manage the organization of the annual Fourth on the Shore event, including (but not limited to) scheduling events, organizing fireworks display (including obtaining contracts with vendors for the display, securing sponsorship, obtaining appropriate permits, and organizing all emergency personnel agencies) securing funding, set and attend meetings, develop agendas, assist contractors as needed, and oversee all aspects of the event.
 - ~~Organize various fireworks displays to occur in the City of Manitowoc such as the Fourth of July fireworks and St. Patrick's Day fireworks; including obtaining contracts with vendors for the display, securing funds, obtaining appropriate permits and organizing all emergency personnel agencies.~~
 - Create and manage the execution of the City newsletter, the WAVELENGTH Wavelength, soliciting content and articles, designing the format, and creating the final draft for the Mayor's review and approval.
 - ~~Work closely with the Manitowoc International Relations Association in regards to finances and maintaining the financial accounts.~~
 - Sole administrator (the Mayor is the only other administrator) for the City's social media/promotion use (not to include departmental sub-pages). Facilitate social media (Facebook, and Twitter, ~~and LinkedIn~~) for the City ~~and accompanying departmental pages (i.e. Police) for~~ to feed from the website. Promote events, feedback from the public, and regularly monitor other community organizations to share their events and promotions.
 - Maintain the City's 3 electronic billboards/animated signs and weekly update with messages for city events, special events, recognitions and goodwill media. ~~Maintain the City's 2 billboards (I-43 and Hwy 10/42).~~
 - Organize Alderman/Alderwoman on-boarding process, to include (but not limited to): Orientation session (meeting with Mayor, Payroll, Finance, and Attorney), introduction of Department Heads involved in their committees, City Hall tour, and iPad and Granicus set-up.
 - Attend events (as requested by the Mayor) to acquire photos and social media coverage.
 - ~~Coordinate in promoting special events via social media, website and electronic animated signs. Positive feedback from the public when promoting events via website, social media and electronic signs.~~

MINIMUM POSITION QUALIFICATIONS

Education: Associates Degree preferred, High School Diploma or GED equivalent required with supplemental vocational secretarial science courses.

Experience: Minimum of three years office experience; preferably administrative assistant with a combination of training and office experience which provides the required knowledge, skills and abilities.

Certifications/Licenses: Notary Public Preferred, Valid Driver's License

~~Background Check~~ **BACKGROUND CHECK**:-

Condition of Employment

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations, and the ability to communicate effectively with the Mayor, City management, City employees, elected officials, and the general public.
 - Knowledge of the operation, functions and scope of authority of City departments and offices.
 - Ability to exercise good judgement, courtesy and tact in receiving office calls and making proper disposition of basic problems.
 - Skill in handling difficult and complex office situations and discretion in maintaining confidentiality.
 - High attention to detail.
 - High level of organization.
 - Ability to effectively manage own time, as well as that of the Mayor.
 - Ability to gather data and determine goals.
 - Ability to work the required hours of the position.
 - Thorough knowledge of office methods, practices and equipment, including using word processing (typing a minimum of 60 wpm), spreadsheet, data base, or presentation software.
- ~~This position must possess thorough knowledge of office methods, practices and equipment, including word processing; knowledge of the operation, functions and scope of authority of City departments and offices; the ability to exercise good judgment, courtesy and tact in receiving office calls and making proper disposition of basic problems; and skill in handling difficult and complex office situations and discretion in maintaining confidentiality. Proficiency and accuracy in word processing with ability to type a minimum of 60 w.p.m. and high attention to detail is a must. This position must have the ability to keep accurate records and make reports; possess clerical skills, organizing skills, political savvy, time management, and have the ability to put forward personal energy and enthusiasm. This position must possess the ability to perform basic mathematical functions, have the ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations, and the ability to communicate effectively with the Mayor, City management, City employees, elected officials and the general public.~~

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator ~~and dictation equipment.~~

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying,

pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job. Employee must have the ability to focus for long periods of time on projects.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.