

Job Description:	ADMINISTRATIVE ASSISTANT for Mayor	Job Number 401
FLSA Status:	Non-exempt / Unclassified	Approved Jun-16-2009 Revised Jul-13-2021
Reports to:	Mayor & Safety-Service Director	

FUNCTION OF JOB

Performs a variety of administrative and public information duties in the Mayor’s and Safety Service Director’s Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The main responsibility in this position is for the performance of difficult and varied Administrative and public contact work in the Mayor’s and Safety Service Director’s Office which is the focal point of the City government and the central point of contact with the general public. The employee must be familiar with all phases of the City operations and organization. The duties of this office consist of coordinating communications, customer service, scheduling, preparing documentation, and working on a wide variety of special projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develop and deploy a regular social media public messaging program that will involve developing content by such means as interviews, accessing written materials, and attending public events. Send out news, notices and other public information via multiple media channels and commercial news agencies to allow residents and stakeholders to have better access to information from various City of Mount Vernon sources.

Ability to manage CRM (Customer Relations Management) and Adobe Creative Cloud.

Assist in public relations and communications for the City; maintaining and updating the city webpage and social media pages.

Ability to effectively communicate verbally and in writing in order to give and receive information in a prompt and courteous manner.

Ability to manage multiple priorities and efficiently; organize and prioritize work assignments, projects and activities.

Ability to work independently, work under pressure and set/achieve goals.

Ability to manage complaints and requests for information.

Answer and screen telephone callers directed for the department or other agencies; answering routine inquiries independently, using knowledge of departmental and City regulations and polices.

Excellent written communication skills to prepare and share information through digital formats, memos, letters, requisitions and related papers.

Process annual licenses and applications approved and processed through the Mayor's Office.

Track and process public records request.

Custodian of records, as well as updating, disposing of, and retaining records pursuant to Ohio Law.

Tracking the City's Board of Commission members terms expirations and alerting the Mayor of who needs replaced or reappointed.

Process Liquor Control Licenses.

Process payroll, invoices and purchase orders in a timely manner.

Interact positively with other departments, the public, vendors and visitors who come to the facility, providing direction to the proper department or office.

Files office correspondence and records, determining proper file designation to be used and sees that the proper distribution and disposition of notices, memoranda, directives and related material is made.

Collects and compiles information on miscellaneous projects for the Mayor and Safety Service Director;

Must be able to use discretion, initiative and independent judgment within established guidelines.

Other duties as assigned.

SUPERVISION RECEIVED AND GIVEN

Shall be under the direct supervision of and responsible to the Mayor and Safety - Service Director.

MINIMUM ACCEPTABLE QUALIFICATIONS

High School diploma or equivalent required.
Must be honest, dependable, discrete and trustworthy.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in social media platforms, marketing, writing and designing communications, video productions, graphic design, branding, and customer service.
Experience with CRM (Customer Relations Management) and Adobe Creative Cloud.
Supplemental courses in administrative studies or communications preferred.
Notary Public.
Two years of previous experience in the administrative services field.



Career Progression	
<i>From:</i> None	<i>To:</i> None

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.