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Code 1410

Administrative, Clerical and Fiscal Group

General Administrative Series

EXECUTIVE ASSISTANT TO CITY COUNCIL

DISTINGUISHING FEATURES OF THE CLASS: This is difficult administrative, clerical and public contact work performed as a confidential Executive Assistant to each of the Niagara Falls City Council Members. The work involves the responsibility for independently performing complex clerical operations, relieving the individual Council Members of administrative details by arranging conferences, trips, etc., and furnishing important information to other City officials and the general public. In addition to the normal inherent administrative clerical duties and responsibilities, the incumbent handles and has access to a variety of confidential information and City management financial data in the areas of contract negotiations, labor relations and City revenues and expenditures. Work is performed with a minimum of supervision by direction of City Council Members and may involve unusual hours. The Secretary to City Council performs related work as required.

TYPICAL WORK ACTIVITIES:

Composes and types correspondence, reports and public releases for City Council Members;

Prepares Council-sponsored resolutions and obtains sponsors for resolutions prepared by the Corporation Counsel's Office;

Assists Council Members in any required research projects through the internet;

Relieves Council Members of routine office detail by making appointments, receiving telephone calls and callers and referring them to proper persons;

Answers requests for administrative information and prepares confidential reports;

Maintains confidential and regular correspondence files;

Receives complaints and comments from the general public and refers matter to proper officials and/or Council Member involved; keeps Council Members informed on public demonstrations, commendations or special requests;

Acts as a liaison person between City Council, City officials and the general public;

Maintains calendar of events/schedule for each Council Member and for Council meetings, including assisting during all phases of the annual budget process by scheduling, preparing and adjusting budget calendar and preparing summaries of budget meetings;

Process financial data to assist City Council with budget preparation;

Coordinates "Swearing in" ceremonies for new Council Members, including contacting the media and other entities;

Maintains files regarding government and community issues;

Maintains Council library reference books/booklets (i.e. budget books, Council proceedings, etc.) and assists Council Members in any required research projects;

Represents the Council and/or Council Member at events, meetings or conferences when necessary;

Answers the City Council phone and transfers callers to the appropriate departments;

Prepares purchase requisition forms and purchase orders;

Prepares and inputs departmental payroll into the computer.

Executes initiatives of the City Council, including organizing and reserving space for public meetings outside of City Hall;

Manages City Council social media accounts.

EXECUTIVE ASSISTANT TO CITY COUNCIL

(continued)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices and office equipment; thorough knowledge of business math and English; good knowledge of the organization and functions of City departments and agencies; good knowledge of the use of word processing equipment and computer software programs, such as Microsoft Word, Excel, Outlook and Access; knowledge of the internet for research purposes; ability to handle routine and administrative details independently including the composition of letters and memorandum without dictation; ability to keep confidential information regarding proposed Council actions and confidential matters of City finances and on-going union negotiations; ability to deal with the public with tact and courtesy; good judgment; physical condition commensurate with the demands of the position. Preferably, should have experience working for elected officials, with experience in constituent service and/or legislation and policy.