

**The City of Minneapolis
Mayor's Office
Executive Assistant to the Mayor (*Appointed*)**

Position Description:

The Executive Assistant to the Mayor manages the Mayor's correspondence and files, and is the "gatekeeper" for those requesting a meeting with, appearance by, or response from the Mayor. The Executive Assistant works closely with the Deputy Mayor and the Mayor's policy staff to determine the relative importance of requests, and to manage changes to the Mayor's schedule as changing priorities and circumstances require. This position reports to and provides administrative support to the Deputy Mayor, and supervises the Mayor's scheduler, who in turn supervises two additional administrative support staff.

In addition to those mentioned above, the primary job functions of the Executive Assistant include:

- Produce, organize and manage the Mayor's correspondence and files, in cooperation with policy and support staff.
- Establish and manage information systems for the retention of paper and electronic records.
- Review the daily schedule and manage assembly of the Mayor's Day Book, which includes ensuring that agendas, background materials, and travel arrangements are prepared for each day's activities.
- Respond to walk-in visitors, phone calls, emails and letters to the Mayor, prioritizing and referring requests and inquiries to the appropriate policy aides and other City staff.
- Review and evaluate scheduling requests including internal and external meetings and appearances.
- Maintain a polite, professional, respectful presence as the Mayor's personal representative.

Requirements:

Experience: Five (5) years of executive-level administrative experience.

Education: Bachelor's degree preferred in Public or Business Administration, or related field.

Knowledge, Skills and Abilities:

- Ability to manage as an effective team member in a dynamic, high-energy, mobile environment.
- Ability to demonstrate strong written and verbal communication skills with others at all levels within and outside the City.
- Technical proficiency with Microsoft Access, Excel, Explorer, Outlook, PowerPoint and Word, and a high comfort level with learning and applying new technology.
- Ability to analyze administrative and organizational problems, propose solutions, and set up effective management systems and procedures.
- Considerable knowledge of modern office operations, administrative procedures and equipment.
- Ability to build and maintain effective working relationships.
- Strong organizational skills. Ability to multi-task and to set and meet appropriate deadlines.
- Ability to maintain the highest level of confidentiality and handle sensitive material concerning the City.
- Familiarity with Minneapolis government and community groups preferred but not required.

Salary & Benefits: Starting Annual Salary at \$53,478 plus excellent benefits package

Resumes Accepted:

For more information about this opportunity or to apply, please send a cover letter and resume by Friday, January 31, 2003 to Deputy Mayor David Fey, City Hall, Room 331, 350 South Fifth Street, Minneapolis, MN 55415 or via e-mail to david.fey@ci.minneapolis.mn.us

Selection Process:

After reviewing the resumes, the Selection Committee will determine whom they would like to meet for a first interview. We anticipate the first interviews will be held the week of February 10, 2003. Additional steps in this process will include criminal background, credit, and reference checks. We hope to complete the process by February 17, 2003.



The City of Minneapolis is an Equal Opportunity Employer