



City of Kansas City, Missouri Job Class Specification

Job Title:	EXECUTIVE ASSISTANT TO MAYOR	Department:	MAYOR
Job Code:	1745U	Status:	EXEMPT
		Grade:	UNCLASSIFIED

Summary This is highly responsible and professional staff work in the performance of a wide range of administrative and liaison services to the Mayor.

Work involves responsibility for relieving the Mayor of various administrative details of the office. Work requires the exercise of mature judgment and the application of an extensive knowledge of business or public organization and programs in meeting a wide variety of administrative problems involving continual public and interdepartmental relations. Work includes a variety of tasks designed to relieve the Mayor of details by the review of materials and assembly of factual information. Assignments are received in the form of general outlines or desired results and an employee is normally expected to develop work methods and routines. Important or complicated assignments are checked in detail upon completion.

Duties and Responsibilities

- Drafts and supervises preparation of study reports on topics relating to operational problems; meets and confers with individual department heads in an effort to impart or receive information; discusses specific operational problems and possible courses of action; makes interpretations of existing policies of the Mayor's office.
- Receives and prepares official replies to inquiries, suggestions, and complaints which come in by mail, telephone, and personal visits from the general public, civic and other organizations, and other governmental units.
- Attends meetings with various boards and commissions interested in the betterment of city policy and operations; attends Council meetings for the purpose of becoming cognizant of Council actions on ordinances and to implement requests voiced by the Council as they affect the Mayor's office.
- Formulates and plans programs designed to educate the citizenry in the purposes and methods of municipal government; reads reports, journals, memoranda, and other literature relating to municipal problems and operations.
- Performs related duties as required.

Technical Skills	Extensive knowledge of: Public or business administration including the basic principles of organization and other related areas. The organization and functions of constituent units.
	Thorough knowledge of: Research techniques and of the sources and availability of information. Modern office practices, procedures, and equipment.
	Ability to: Assemble, organize, and present in written and oral form, statistical, financial, or factual information derived from a variety of sources. Analyze a variety of administrative problems, to make sound recommendations as to their solution and to prepare working procedures. Carry out brief, general instructions of the Mayor effectively and with dispatch. Express ideas effectively, orally and in writing. Maintain harmonious and effective working relationships with other employees and the general public.
Education and Experience	
Certificates/ Licenses/Special Requirements	• Must pass a background check as prescribed by the City.
Supervisory Responsibility	None.
Supervision Received	Work is performed under the general supervision of the Mayor.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	4/73
Revised	9/06, 4/11