# City of Kansas City, Missouri
# Job Class Specification

**Job Title:** ASSISTANT TO ELECTED OFFICIAL **Department:** MULTI

**Job Code:** 1071U **Status:** EXEMPT **Grade:** UNCLASSIFIED

**Summary**

This is highly responsible, professional and confidential work assisting an elected official in a wide range of administrative and liaison services.

Work involves serving as a liaison to city staff and the general public, researching and preparing comprehensive reports, coordinating projects, composing correspondence and performing functions and duties related to a wide range of municipal activities. Work requires use of initiative, discretion and independent judgment within a broad policy framework. Work may require travel outside of the department to attend meetings or functions. The exact nature of duties depends on the elected official to which the incumbent is assigned and upon the discretion of the appointing authority.

**Duties and Responsibilities**

- Provides general assistance to an elected official.
- Meets and corresponds with various governmental, citizen, professional, business and other groups to conduct research, answer questions, discuss problems and secure their involvement in completing various projects.
- Receives and prepares official replies to inquiries, suggestions and complaints received by mail, e-mail, telephone and personal visits from the general public, civic and other organizations and governmental agencies.
- As requested by an elected official, attends numerous meetings and prepares progress reports concerning activities for which responsible.
- Briefs the elected official on matters of significance to ensure that appropriate action is taken.
- Coordinates complex programs or projects of interest to the elected official.
- Performs related duties as required.

**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 direction of an elected official, with considerable latitude for independent judgment.

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** 9/06

**Revised** 08/16, 01/2024