

Mayoral Secretary

POSITION OVERVIEW

This position involves performing complex and confidential administrative support functions for the Mayor of the City of Kingston. This secretarial position is tasked with managing the mayor's administrative office and responsible for conserving the time of the mayor for planning, business, policy-making, community events and coordinating meetings. The work involves independently handling correspondence and public contact, as well as collecting, analyzing and processing information and data. The work is performed under general direction and within policy outlined by the Mayor. The work consists of matters sensitive in nature and requires a great degree of tact and confidentiality. Supervision may be exercised over interns and student assistants. Performs related clerical work as required.

DESIRED SKILLS:

Applicants must be extremely organized, able to multitask, and possess a high level of interpersonal skills. Applicants should have proficient computer skills and the ability to communicate effectively, both verbally and in written correspondence. Applicants should have a strong working knowledge of the City of Kingston. Bilingual applicants are encouraged to apply.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Using all appropriate technology, manages the full spectrum of information flow, schedules appointments, and manages electronic communications;

Handles a large volume of constituent calls and correspondences, either directly or by referral;

Greets callers or visitors to determine the nature of the inquiry and refers to appropriate person or office;

Writes and prepares proclamations, awards and other written correspondence for the Mayor;

Manages all office machines, maintains inventory of all office supplies and orders supplies when required;

Maintains an organized system of filing and record keeping;

Schedules meetings or conferences for the Mayor and briefs Department Head on subject matter prior to meetings;

Receives, handles, sorts and distributes all incoming and outgoing mail;

Composes and types correspondence on matters related to the Mayor;

Assists the Mayor in such duties relating to budget preparation as verification, data entry requests, report preparation, spreadsheet development and report design;

Works on special projects or assignments as directed by the Mayor

Assists other departments, when available, in clerical functions of their departments, when directed by the Mayor

In the absence of the Mayor, assists in responding to all office inquires and if unable to do so, directs the inquirer to the proper department/personnel; and communicates with the Alderman-at-Large

Makes travel arrangements when required; and

Keeps complex records on matters related to the city