

City of Dallas
Classification Specification

Title:	Assistant to the Mayor	Class Code:	30015
Application:	Single Incumbent	Pay Grade:	K
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides administrative support directly to the Mayor and functions as the representative of the Mayor.

Essential Functions:

1. Functions as a link to the community at large in regards to the information flowing in and out of the Mayor's Office.
2. Communicates with business, civic leaders, and international companies to provide informational access to the Mayor.
3. Represents the Mayor at speeches and meetings and performs public speaking on the Mayor's behalf to ensure the policy issues are communicated effectively.
4. Writes letters and responds to e-mail to assist the interface of the Mayor's Office with the local community.
5. Oversees the coordination for special events and sets up meetings with the Mayor such as visits by dignitaries, elected governmental officials, and Trade Commission tours.
6. Provides the continuing impetus and management support to keep special projects moving forward and on track.
7. Answers phone calls on the Mayor's behalf to ensure timely response.
8. Helps conduct fund raising to support special projects.
9. Reviews incoming information and makes decisions as to what items move forward to the Mayor's desk.
10. Regular, reliable and punctual attendance is an essential function of the job.

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Skills, Knowledge and Abilities Required to Perform Work:

Thorough knowledge of public administration as related to the department or function concerned.

Knowledge of public relations practices and techniques.

Knowledge of principles of management and ability to supervise.

Ability to make decisions involving policy requiring seasoned judgment.

Ability to plan, organize, and coordinate resources.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works typically in an office environment.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.