

Mayor's Assistant

Department: Administrative

Classification: Part-time (10-25 hours per week)

FLSA Designation: Non-exempt

Salary Range: \$12.00 to \$17.00 per hour

REPORTING RELATIONSHIPS

Position Reports to: Mayor

Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The Mayor's Assistant serves at the pleasure of the Mayor with the consent of the City Council. This position provides support to the Mayor.

FUNCTIONS & DUTIES

As Mayor's Assistant, this position will be responsible to:

- required to work all special events
 - Attend city council meetings
 - Attend staff meetings
 - Attend other meetings the mayor sees fit.
 - Assist with grant writing.
 - Assist Mayor with follow up on projects and other issues passed or accepted by City Council.
 - Supervise the Youth City Council.
 - Attend trainings if deemed necessary.
 - Maintain strict confidentiality for all proceedings.
 - Other duties as assigned by the Mayor.
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QUALIFICATIONS

EDUCATION / CERTIFICATION:

- High School Diploma or GED required.
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REQUIRED KNOWLEDGE:

- Use of basic math.
- Simple use of formulas, charts, tables, drawings, specifications, scheduling, checking of reports, forms, and data sheets.
- Good computer skills.
- Knowledge of public meeting laws of the State of Utah.

Plain City Corporation

- Knowledge of basic parliamentary procedures.

EXPERIENCE REQUIRED:

- A minimum of two years of experience.

SKILLS / ABILITIES:

- Computer literate.
- Skilled in letter writing.
- Excellent communication skills.
- Skill in working with other people.
- Skill in preparing and processing records for long term storage.
- Must be able to pass a pre-employment drug screening test.

WORKING CONDITIONS:

- Working conditions will vary depending on tasks.
- No significantly hazardous conditions exist.