



City of Tempe

MAYOR'S ASSISTANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	257	<i>Department / Office:</i>	City Manager
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Mayor's Assistant
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause of notice.**

REPORTING RELATIONSHIPS

Receives general supervision from the Mayor & City Council - Chief of Staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of administrative or management support experience, preferably in a public agency.
<i>Education:</i>	Equivalent of a bachelor's degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the Mayor's office with City Council, other City departments and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the Mayor; and to provide operational and administrative staff assistance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Facilitates meetings and events involving the Mayor’s office; coordinates the Mayor’s functions with those of other departments and outside agencies and organizations; schedules meetings and oversees the Mayor’s calendar.
- Conducts research, briefs the Mayor, and prepares all materials for the meetings, appearances, and events attended by the Mayor; attends meetings and events with the Mayor or other staff; and conducts comprehensive follow-up to ensure resolution of issues that arise.
- Acts as the Mayor’s representative in handling constituent inquiries or complaints.
- Serves as the liaison between the Mayor and internal and external individuals and organizations as necessary.
- Assists in planning and coordinating meetings, publicity programs and special events.
- Prepares written materials, correspondence, memos, editorials and articles.
- Participates, as assigned, on various committees or associations.
- Maintains and manages the Mayor’s extensive Daily Meeting and Travel Schedule.
- Coordinates visiting dignitary’s meetings, tours, and events.
- Coordinates Mayor / Council dinners and special events.
- Serves as the citizen contact for walk-in and phone complaints / issues.
- Maintains database of citizen inquiries and complaints.
- Conducts research and assists with drafting speeches.
- Coordinates Mayor’s participation in various national organizations / committees.
- Attends local, regional, and national conferences.
- Attends public meetings, community meetings/events and City Council meetings.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2012

Revised November 2014 (added Competencies link and Physical / Mental Activities)

Revised December 2023 (update job title, minimum quals, market group, and job duties)