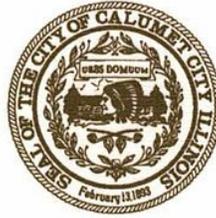


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT

Thaddeus M. Jones
Mayor, City of Calumet City



Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION EXECUTIVE ASSISTANT TO MAYOR

JOB SUMMARY

This position is responsible for providing confidential, administrative and support services to the Mayor, in a highly sensitive, demanding, political and rapidly changing environment. The work is characterized by involvement with broad City-wide issues and interactions with other elected officials, constituents, representatives of a wide variety of community, civil and business groups, City management staff and others on complex and sensitive matters. The Executive Assistant to the Mayor reports to the Chief of Staff. This position communicates with the general public, other City employees, management, City Council and other public officials in order to perform secretarial and administrative support duties in support of the Mayor. Deals tactfully and courteously with the public, including citizens making complaints or requesting service, providing necessary information, and resolving and/or referring problems or complaints to appropriate individual, department, or agencies. Serves as office manager for the Mayor's Office; maintains and updates calendars for the Mayor and Chief of Staff; receives and screens requests, coordinates, arranges and confirms meetings, appointments, social engagements and community/intergovernmental events. Oversees the communications and constituent services for the Mayor's Office, including receiving and screening visitors and telephone calls, providing information and handling issues that require sensitivity and sound independent judgment. Refers certain issues to appropriate staff members or City departments for resolution. Plans, organizes, and schedules administrative support to the Mayor and Mayor's staff; oversees the preparation and typing of correspondence, memoranda, agenda items, reports, resolutions, proclamations, agreements, presentations, forms and other documents. Ensures that documents are accurate, complete and conform to Mayor's Office standards, policies and procedures. Ensures materials, reports and documents for signature are accurate and complete. Responds independently to mail and email inquiries regarding a variety of City matters. Supervises and manages the maintenance of Office records and databases. Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for the Mayor and staff. Coordinates all Board and Commission appointments. Monitors budget balances. Plans, organizes, makes and supervises logistical arrangements and serves as host for a variety of Mayor's events, such as the annual State-of-the-City address.

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APPLICANT QUALIFICATIONS

- Must be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks
- Have knowledge of office and administrative management practices and procedures, including document and file management
- Proficient in computer, word processing and spreadsheet software and other standard office equipment
- Bachelor's Degree in Public or Business Administration, Political Science or a closely related field plus a minimum of at least three (3) years of administrative and support experience in a public agency; or a combination of education, training and experience.

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.