

City of Lowell
Job Description
Please Post ~ January 7, 2014
Deadline ~ January 13, 2014
Mayor's Office
Mayor's Aide

Job Title: *Mayor's Aide* (1100-DH07, 1966)
Department: Mayor
Reports To: Mayor & other designated personnel.
Union Status: Ordinance ~ Non-Union
Salary: DH 07 \$41,868.84 (min) to \$49,084.36 (max)

SUMMARY

First-point-of-contact for those visiting or calling the Mayor's Office. Gives Information to callers, and otherwise relieves officials of clerical work and minor administrative and business detail by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Greets and interacts with the public in a service oriented and positive manner. Reads and routes incoming mail to proper individuals; i.e. City Council and School Committee Members. Locates and attaches appropriate file to correspondence to be addressed by employer.

Composes and types routine correspondence, memorandums to Officials and other City Hall Departments, files correspondence and other records.

Answers telephone, gives information to callers or routes call to appropriate official and places outgoing calls. Must be capable of answering questions from callers, or refer caller to appropriate department. Schedules appointments for employer.

Travels to local public events with Mayor. Prepares first drafts of remarks and talking points for Mayor to deliver at public events.

Provides support and backup to Mayor's Aide.

Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.

Check and print emails for City Councilors daily.

Records minutes of staff meeting.

Arrange and prepare all outgoing and incoming mail, as well as all correspondence for Mayor as well as City Council and School Committee Members.

Organizes Mayor's scrapbook and schedule book.

File all correspondence in appropriate folders.

Makes copies of correspondence or other printed matter.

Uses a variety of office machines; computers, adding machines, typewriter, etc.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lowell Residency Preferred.

EDUCATION and/or EXPERIENCE

Two to four years related experience and/or training; or equivalent combination of education and experience. Knowledge of the principles and practices of office management; knowledge of general report writing; knowledge of the methods used in the preparation of charts, graphs, reports, letters; ability to understand and apply laws, rules and regulations of the City; ability to gather information; ability to deal tactfully with the public; ability to maintain accurate records; ability to transcribe from dictation; knowledge of spreadsheet and word processing software applications. Demonstrated experience using IBM PC.

Performs all administrative and clerical duties as may be required, to operate office efficiently.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified/interested individuals send resume and/or application to the Human Relations Office, Mary Callery, HR Manager, Rm 19 ~ City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Monday, January 13, 2014. Resume and/or applications can also be emailed to cityjobs@lowellma.gov

EOE/AA/504 Employer