



## Job Description

**Job Title:** **Communications Specialist/Administrative Assistant**    **Department:** Mayor  
**Up Dated:** 11/09/2017    **Reports To:** Mayor  
**Classification:** Non-Exempt    **Wage:** Salary Grade 4

## Position Summary

This position is responsible for the administrative support and coordination of the Office of the Mayor. It is also responsible for researching, writing, designing and creating communication to inform citizens, businesses, visitors, stakeholders and others about all aspects of the City of Sheboygan. This includes media contacts, public relations and/or public involvement, as well as the design and development of information for the website, social media, and other communications materials for both internal and external audiences. Performs related work as required.

## Essential Duties & Responsibilities

1. Receives citizen concerns, adjusts or refers as appropriate; answers inquiries; and supplies information to interested parties, making decisions based on adopted Council ordinances and resolutions, and departmental regulations, procedures, and policy.
2. Answers and screens calls. Opens incoming mail, answers routine correspondence as requested.
3. Maintains a department calendar.
4. Maintains confidentiality in all aspects of work.
5. Obtains, analyzes, and assembles information for special projects and does research as required.
6. Composes letters, memoranda, and other correspondence from general instructions. Drafts and writes communications.
7. Maintains departmental files and turns over custody of files to the succeeding Mayor and/or Mayor's secretary.
8. Responsible for submitting to the City Clerk all mayoral appointments to Common Council Committees, City Commissions, Boards, and Committees.
9. Types from corrected manuscript, rough drafts, and dictation.

10. Gathers background information for speeches and public appearances and drafts speeches as requested.
11. Efficiently operates routine office equipment, including personal computer/word processor equipment, photocopiers, calculators, dictation equipment, typewriters and telephones.
12. Responsible for office budget control and assists in the preparation of the yearly department budget.
13. Plans, schedules, and coordinates meetings, agendas, and appointments.
14. Takes and transcribes minutes at meetings.
15. Serves as secretary of the Mayor's Special International Committee and City/County Shared Services Committee as requested.
16. Organizes special public and departmental events as assigned (i.e., parades, concerts, foreign visitor programs, dinners, parties, etc.).
17. Performs related work as assigned.

#### **Qualification Requirements:**

1. Considerable knowledge of office methods and practices.
2. Ability to learn the laws, ordinances, and regulations with respect to functions performed within three months.
3. Proficiency and accuracy in dictation or note taking and transcription and typing at a prescribed rate of speed as determined by the Civil Service Commission.
4. Ability to obtain a satisfactory grade on clerical examinations involving English, spelling, business math, clerical accuracy, etc., as determined by the Civil Service Commission.
5. Ability to research, gather, and analyze information and make accurate reports.
6. Ability to exercise good judgment, courtesy, and tact in maintaining effective working and public relationships.

#### **Education and/or Experience**

High school diploma or a GED Certificate recognized by the Wisconsin Department of Public Instruction and four years of progressively responsible office experience, including responsibility for office functions.

#### **Pre-employment Requirement**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.