

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Executive Secretary to the Mayor

CLASS CODE: 1727

GENERAL DESCRIPTION OF DUTIES:

Incumbents assist the Mayor as directed in advocating for the city with the public and other governmental agencies, and in legislation affecting the city.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Mayor's Administrative series – Special/Administrative Assistant to the Mayor Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for reviewing, developing and advocating legislation affecting the city, and supervise related activities and personnel.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Monitors federal, state and local legislation affecting the city. Monitors regional transportation and other issues.

Serves as the Mayor's liaison to commissions, government agencies and groups.

Monitors activities of civic organizations, labor unions, business groups, national organizations and other groups/organizations affecting the city.

Serves on staff development council.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Human Interaction:

Requires the ability to manage and direct a large group of employees, including first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to use, operate and/or handle objects, tools and controls which are simple but may be several in number such as telephone.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as proposed legislation, newspaper copy, governmental organizations publications, lobbying reports, campaign finance reports, ordinances, personnel policies, performance appraisals, schedules, state legislature journals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentage; interpret and develop descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes and sounds to clearly distinguish objects and to communicate with others. Ability to sustain prolonged visual concentration.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Public Administration, Political Science or related field with five years experience with government legislative and executive matters, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

None.