**City of Scranton – Executive Assistant, Mayor’s Office**

The City of Scranton is seeking qualified candidates for the role of Executive Assistant to the Mayor.

**KEY RESPONSIBILITIES:** Duties and responsibilities of the Executive Assistant include scheduling meetings, event planning, correspondence for the mayor, creating proclamations for constituents, and managing press requests.

**Essential Job Functions:**

* Scheduling for the mayor, enabling smooth administrative function
* Managing press requests
* Record keeping
* Administrative tasks for mayor, administration, and constituents, such as correspondence and proclamations
* Event planning
* Attend events with and/or on be half of the mayor

**Skills & Competencies:**

* High attention to detail
* Communication skills
* Organizational kills
* Ability to manage time well
* Flexibility
* Proficiency in Microsoft Office