



## DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

### **Executive Assistant | Mayor's Office**

#### **Duties and Responsibilities:**

- Scheduling meetings, planning events, and drafting correspondence for the mayor
- Creating proclamations for constituents
- Assisting the Communications Director with press requests.

#### **Essential Job Functions:**

- Scheduling for the mayor, enabling smooth administrative function
- Fielding press requests
- File Management and record keeping
- Administrative tasks for mayor, administration, and constituents, such as correspondence and proclamations
- Event planning
- Attend events with and/or on behalf of the mayor
- Other duties as requested and needed by the Mayor's Office

#### **Required Training, Experience, Knowledge, Skill and, Abilities:**

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