



DEPARTMENT OF HUMAN RESOURCES

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

JOB DESCRIPTION

Title: Executive Assistant/ Right to Know Officer

Department: Business Administration

Supervisor: Business Administrator

Date: January 1, 2026

General Description:

The Executive Assistant / Right to Know Officer serves as the City of Scranton's Open Records Officer and provides administrative and operational support to the Business Administrator, performing a wide range of duties within the Department of Business Administration and Project Management.

Essential Job Functions:

- Facilitate the public's right to access information by ensuring compliance with applicable local and state regulations.
- Respond to public records requests by reviewing relevant documents and providing copies of records as appropriate.
- Maintain accurate records and a database of public information requests and responses.
- Assist in the development and implementation of policies and procedures related to public information requests.
- Work collaboratively with other departments to promote transparency and accountability.
- Perform a variety of administrative and clerical duties as assigned.
- Handle office mail and correspondence, including responding to routine information requests, typing, transcribing, editing, and proofreading letters and responses.
- Manage the Business Administrator's calendar by scheduling appointments, meetings, and travel, anticipating conflicts, and making necessary adjustments.
- Serve as a primary point of contact for internal and external stakeholders, including employees, clients, and other executives, by handling incoming calls, emails, and correspondence.
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- Draft correspondence, reports, and other materials on behalf of the Business Administrator as needed.
- Coordinate meetings by preparing agendas, organizing materials, notifying participants, taking meeting minutes, and tracking follow-up actions.
- Gather, review, and summarize information from various sources; conduct research and prepare reports or presentations to support decision-making.

- Assist with special projects and initiatives by coordinating with departments, tracking progress, meeting deadlines, and preparing project documentation.
- Actively support the project management team by assisting with project planning, coordination, task tracking, and providing support to team members as needed to ensure project success.
- Maintain confidentiality and handle sensitive information with discretion and professionalism.
- Serve as a liaison between the Business Administrator, project teams, staff, and external stakeholders to support effective communication and collaboration.
- Perform other related duties as required.

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

- High school diploma or equivalent required; Bachelor's degree preferred.
- Proven experience as an executive assistant or in a similar administrative role.
- Proficient in the use of computers and standard office software.
- Strong writing and editing skills, with the ability to draft clear, professional correspondence and reports.
- Ability to work independently and handle complex or sensitive administrative tasks.
- Demonstrated professionalism, sound judgment, and tact when interacting with employees and the public.
- Strong organizational, time management, and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to adapt to changing priorities and work effectively in a fast-paced environment.
- Legal, compliance, or public records experience is welcomed.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.