

CITY OF CHATTANOOGA

Classification Specification Title: Executive Assistant to Mayor

Department: Executive Branch

Pay Grade: GS.09

Supervision Received From: Deputy Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/06/21

Revision Dates: 4/2/25;

1/8/25; 10/22/24; 10/20/23

CLASSIFICATION SUMMARY:

The Executive Assistant to the Mayor is a high-level administrative professional responsible for strategically managing the Mayor's schedule, coordinating appointments, meetings, and events, and ensuring alignment with organizational priorities. This role requires independent judgment,

discretion, and the ability to manage competing demands in a fast-paced environment. The Scheduler acts as a key liaison between the Mayor, mayor and city staff, internal departments, external stakeholders, and the public, supporting the efficient execution of the Mayor's initiatives and priorities.

SERIES LEVEL:

The Executive Assistant is an Appointed, stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Strategically manage and maintain the Mayor's calendar, balancing priorities and ensuring optimal use of time.

Coordinate, confirm, and prepare for meetings, appointments, and events, ensuring proper briefing materials are provided.

Exercise discretion and independent judgment in determining scheduling priorities and resolving conflicts.

Act as a liaison between the Mayor and internal departments, external organizations, and key stakeholders to facilitate communication and coordination.

Evaluate and respond to scheduling requests, ensuring alignment with the Mayor's objectives and organizational goals.

Collaborate with internal teams to ensure seamless integration of scheduling with broader city initiatives.

Plan and execute logistics for meetings, events, and public appearances, including creating agendas, securing locations, and coordinating technology needs.

Prepare briefing materials, talking points, and follow-up actions for the Mayor in collaboration with relevant staff.

Develop and implement scheduling policies and procedures related to core responsibilities to enhance efficiency and consistency.

Continuously evaluate and improve scheduling workflows, making recommendations to optimize processes.

Handle sensitive and confidential information with the utmost discretion.

Ensure all interactions and communications reflect the professionalism and values of the Mayor's Office.

Manage travel arrangements for the Mayor, including booking accommodations, arranging transportation, and preparing detailed itineraries.

Coordinate travel schedules to maximize efficiency and accommodate last-minute changes. Provide regular updates to the Mayor and senior staff on scheduling priorities and changes.

Maintain accurate records and documentation related to scheduling activities for reference and reporting purposes.

Proactively identify and resolve scheduling conflicts, anticipating potential issues and presenting solutions.

Make critical decisions regarding schedule adjustments, balancing immediate needs with long-term objectives.

Work closely with executive leadership, city officials, and external stakeholders to ensure alignment on scheduling and organizational priorities.

Support the Mayor's broader initiatives by coordinating with various teams and departments.

Perform additional responsibilities to support the operational needs of the Mayor's Office and ensure the success of the Mayor's agenda.

Must meet regular attendance requirements and have the ability to respond remotely to key members of staff after-hours, as needed.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens. Must be able to create and maintain good relationships with intergovernmental staff.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field and two (2) years of progressively responsible administrative experience involving planning, directing or coordinating the operations of companies, public sector or private sector organizations to include managing daily operations, budgeting, staffing functions and planning the use of materials and human resources, or any combination of equivalent experience and education. Must have supervisory experience.

LICENSING AND CERTIFICATIONS:

Depending upon the area of assignment, the Tennessee Municipal Certification may be required.

KNOWLEDGE AND SKILLS:

Knowledge of administrative principles and practices; public relations principles; budgeting principles; contract development, administration and management principles; financial management principles; program development and administration principles and practices; mathematical concepts; customer service principles; English language, grammar and punctuation; modern office procedures, methods and equipment; meeting and/or special event scheduling techniques; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; basic report preparation techniques; record keeping principles; keyboarding techniques; mathematical principles; conflict resolution techniques; consensus building techniques; data collection and analysis techniques and filing principles and practices.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; filing; composing a variety of business correspondence; performing mathematical calculations, including standard statistical calculations; mediating and resolving conflict; planning, organizing, scheduling and prioritizing details for meetings, special events, conferences/workshops, receptions, ceremonies and other related events; reading and interpreting specialized data and information in assigned area of responsibility; keyboarding; using modern office equipment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; processing and reconciling financial documents and information; preparing and proofreading a variety of routine reports and/or documents; maintaining confidentiality; maintaining records and files and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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