



MADISON

Indiana

Application for Employment: Executive Assistant to the Mayor

Department: Mayor's Office

Reports to: Mayor

Hours & Salary: This is a full-time, salaried position that requires working in the office a minimum of 40 hours per week. Salary dependent upon qualifications up to \$60,000. Includes health insurance, life insurance, PERF, paid holidays, vacation, personal, and sick time.

Job Summary: The Executive Assistant to the Mayor provides high-level administrative and executive support to the Mayor, ensuring efficient operations of the Mayor's Office and front lobby administrative functions. This position requires discretion, excellent judgment, and the ability to anticipate the needs of the Mayor while managing priorities in a fast-paced, public-facing environment. The role also includes overseeing administrative staff and processes within the lobby to ensure smooth daily operations and excellent customer service.

Essential Duties & Responsibilities:

- Serve as the primary administrative support to the Mayor, managing the calendar, scheduling meetings, and ensuring appropriate prioritization of time and commitments.
- Exercise sound judgment in determining which requests and invitations require the Mayor's attention, and diplomatically decline or redirect as necessary.
- Oversee administrative staff and front lobby operations, ensuring professional reception, workflow management, and responsiveness to public inquiries.
- Prepare agendas, packets, and documentation for City Council, Board of Public Works, and internal staff meetings.
- Maintain records of board appointments, oaths of office, and rosters for all city boards.
- Track council voting records for ordinances and resolutions.
- Draft correspondence, reports, and other communications on behalf of the Mayor.
- Ensure meeting preparation, follow-up, and coordination with department heads and external stakeholders.
- Supervises and manages the maintenance of office records and databases; researches and assembles information from a variety of sources for the preparation of records, correspondence, and reports for the Mayor and staff.
- Provide leadership and training for administrative staff, ensuring high standards of customer service and confidentiality.
- Maintain proficiency with office technology and software, including Microsoft Office Suite, scheduling platforms, and document management systems.
- Support special projects and initiatives as assigned by the Mayor.

Qualifications:

- Bachelor's degree in public administration, business administration, communications, political science, or related field preferred; equivalent experience may be considered.
- At least 3-5 years of progressively responsible administrative or executive support experience, preferably in government, nonprofit, or corporate settings.

- Proven ability to manage schedules, competing priorities, and sensitive information with discretion.
- Exceptional organizational, interpersonal, and communication skills.
- Strong leadership skills with experience supervising administrative staff.
- High proficiency with computer software, including word processing, spreadsheets, presentations, and scheduling/meeting platforms.
- Ability to work independently, problem-solve, and anticipate needs in a dynamic environment.
- **Skills:**
 - Strong written and verbal communication skills.
 - Excellent organizational skills and attention to detail.
 - Ability to manage multiple priorities under tight deadlines.
 - Knowledge of public records laws and compliance requirements.
 - Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe, and virtual meeting platforms.
 - Strong interpersonal skills and ability to work effectively with elected officials, city staff, and the public.

Physical and Work Environment Requirements:

- Must be able to sit, stand, or walk for extended periods.
- Ability to lift 25 pounds.
- Standard business hours at City Hall, Monday through Friday; occasional flexibility may be needed for public meetings or events.
- Coordination with other staff is required to ensure consistent lobby coverage during vacation or time off.

Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, and the employment of the handicapped, and veterans.

In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.