CITY OF MARLBOROUGH

Marlborough, MA 01752

MAYOR'S OFFICE

EXECUTIVE ADMINISTRATOR TO THE MAYOR*

The City of Marlborough is seeking to fill the full time (40 hours) position of Executive Administrator to the Mayor*.

Posting Number:	AA#22-19b	**Date Posted:**	July 20, 2022
Weekly Hours:	40 Hours/Week	**FLSA:**	Exempt
Hiring Rate:	$28.55/hr.	**Bargaining Unit:**	Non-Union
		Location:	City Hall, 140 Main Street

POSITION PURPOSE

Performs highly responsible senior level administrative and secretarial services for the Mayor, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, prepares reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers and distributes information as necessary.

ESSENTIAL JOB FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as office manager for the Mayor's Office; maintains and updates calendar for the Mayor; receives and screens requests, coordinates, arranges and confirms meetings, appointments, social engagements and community events.
- Oversee the communications and constituent services for the Mayor's Office, including receiving and screening visitors and telephone calls, providing information and handling issues that requires sensitivity and sound independent judgment; conducting research, responds to request for information and resolves complaints from constituents; refers certain issues to appropriate staff members or City departments for resolution; reviews, determines the priority of and routes assigned incoming correspondence.
- Prepares City Citations and Proclamations.
- Prepares correspondence, memoranda, reports, resolutions, agreements, presentations, forms and other documents; ensures the documents are accurate, complete and conform to the Mayor's Office standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to mail and email inquiries regarding a variety of City matters.
- Provides a high performance, customer service-oriented work environment that supports achieving the Mayor's objectives and service expectations.
- Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for the Mayor and staff;
- Performs other duties as assigned by the Mayor.

To see the full job description: Executive Administrator to the Mayor*

Please forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Deadline to apply: **Open until filled**

**Title Pending City Council Approval*

The City of Marlborough is an Equal Opportunity Employer. The City of Marlborough does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.