



## **Special Assistant/Administrative Assistant Office of the Mayor**

Provides support to the Deputy Mayor(s), assists on special projects & maintains internal & external relations with City Departments & stakeholders. Performs related duties as required

### **ESSENTIAL DUTIES**

- Provides Vetting for all Citywide Shakman Exempt positions, as well as Boards and Commissions & all Mayoral Staff personnel (volunteer, consultants, fellows, etc)
- Support for Deputy Mayor(s) including scheduling departmental & external meetings
- Point of Contact in Mayor's Office for Departmental concerns and complaints from constituents
- Assist on special projects as assigned

*NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- High School Diploma
- Excellent time management & organizational skills
- Ability to work strategically and collaboratively across departments and city agencies
- Effective, versatile and action oriented
- Excellent communication & interpersonal skills

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., computer, modems)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

- Microsoft Word Programs
- City & Department ordinances, policies, procedures, rules & regulations

#### **Skills**

- Time Management
- Organization
- Critical Thinking

#### **Other Work Requirements**

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks

- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

**THIS POSITION IS SHAKMAN EXEMPT**

**NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please email this information to [rachael.king@cityofchicago.org](mailto:rachael.king@cityofchicago.org) and [mondine.harding@cityofchicago.org](mailto:mondine.harding@cityofchicago.org)**

**NOTE:** A background investigation will be completed on the candidate selected for this position.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.**

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

**City of Chicago  
Lori E. Lightfoot, Mayor**

**Department of Human Resources  
Christopher Owen, Commissioner**