

City of Madison

Job Description



Title: Senior Executive Assistant to the Mayor

Department: Mayor

FLSA Status: Non-Exempt

Pay Grade: 107

New Position Position Change Effective Date 4/13/2026

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

The Senior Executive Assistant to the Mayor primarily provides support to the Mayor, completing various higher-level projects, processes, and tasks assigned by the Mayor. Work requires a very high level of confidentiality, sensitivity, and good judgment. Responsibilities may also include all scheduling of the Mayor's calendar, all the Mayor's travel, departmental budgeting, preparation of all proclamations and certificates of recognition for Council meetings, preparation of all Mayor's formal correspondence, scheduling of meeting rooms and assorted follow-up as needed. This position serves as a key point of contact for residents, elected officials, and community partners, ensuring the office operates efficiently and responsively. All work is assigned at the discretion and direction of the Mayor and performed under general supervision.

Essential Functions/Major Responsibilities:

- Manages the Mayor's calendar, including scheduling meetings, events, and appointments.
- Coordinates logistics for meetings, public appearances, and community events.
- Serves as the primary point of contact for the Mayor's Office, handling phone calls, visitors, and general inquiries.
- Drafts, proofreads, and distributes correspondence, memos, and official communications.
- Prepares briefing materials, agendas, background documents, proclamations, and certificates for meetings and events.
- Maintains organized records, files, and databases for the Mayor's Office.
- Coordinates travel arrangements and itineraries for the Mayor.
- Manages administrative and financial processes, including office budget tracking, expense reports, reimbursements, and appropriations in coordination with the Finance Department.
- Performs payroll timekeeping duties for the department.
- Processes and distributes incoming mail and official correspondence.
- Coordinates scheduling and communication with city departments and external stakeholders.
- Reserves and manages meeting spaces at City Hall.
- Supports special projects, initiatives, and events led by the Mayor's Office.
- Ensures confidentiality and proper handling of sensitive information.
- Provides administrative and operational support as needed, including assisting senior staff.

Secondary Functions:

- Maintains Mayor's scrapbook.
- Performs other related duties as required.

Job Scope:

- Performs duties with some direction from supervisor and the Mayor but must be able to manage office alone when required; operates from a basic schedule that includes redundant tasks and many interruptions.
- Must be able to make independent decisions in compliance with city policy.

Supervisory Responsibility:

None.

Interpersonal Contacts:

- Interacts with other city employees on behalf of the Mayor, with vendors, with citizens, with members of local governing body and with the public.

Knowledge, Skills, and Abilities:

- Knowledge of administrative and office management practices, including scheduling, records management, and correspondence preparation.
- Knowledge of municipal government operations, procedures, and organizational structure.
- Knowledge of basic accounting principles and budget tracking processes.
- Knowledge of payroll timekeeping procedures and financial documentation requirements.
- Skill in managing complex calendars, coordinating meetings, and organizing events with competing priorities.
- Skill in written and verbal communication, including drafting, proofreading, and distributing professional correspondence.
- Skill in customer service and public interaction, effectively serving as the first point of contact for diverse stakeholders.
- Skill in organizing and maintaining accurate records, files, and databases.
- Skill in coordinating logistics, travel arrangements, and meeting preparations.
- Skill in using office software and administrative systems to track schedules, documents, and financial activities.
- Ability to manage multiple tasks simultaneously and prioritize work in a fast-paced environment.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Ability to collaborate effectively with internal departments, external agencies, and the public.
- Ability to interpret and follow policies, procedures, and instructions with attention to detail.
- Ability to work independently while supporting executive-level leadership.
- Ability to adapt to changing priorities and support special projects and initiatives.

Education and/or Experience:

- High school diploma is required, with additional education in office practices and computer applications preferred, and some college-work related to duties preferred.

- Five (5) years of progressive, responsible administrative experience.
- Experience working directly with elected officials is preferred.
- Experience with CivicPlus is highly desirable.
- Strong work history of dependability and performance.

Additional Requirements:

- Current driver’s license for city related errands.
- Must maintain a strong driving record for city insurance purposes and record may be periodically checked by the city.
- Strong background record required, due to accessibility to city and employee property and frequent interaction with public.
- Must maintain professional personal demeanor, appearance and work area, to maintain professionalism in greeting the public as the departmental representative.

Job Conditions:

- Work in fast paced environment, changing tasks frequently.
- Normal office working conditions.
- Job may require occasional overtime and occasional work on weekends.
- Frequent interruptions and occasional evening meetings.
- Must be able to work varying hours, extended hours, weekends and holidays and at times with little or no notice, etc.

Physical Capabilities:

- This position’s physical requirements involve 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.
- Ability to see well enough to keep Mayor’s appointment book daily.
- Ability to be mobile in order to handle boxes of documents and files.
- Ability to communicate verbally and in writing with public.
- Ability to stand/sit for extended periods of time.
- Ability to work on computer and telephone for extended periods of time.
- Must be able to drive.
- Must have full range of physical motion in order to operate various office equipment and move boxes of records independently and in a timely manner.
- Ability to travel for training.
- Ability to hear well enough to take minutes at meetings in a prompt manner.

Mayor Approval

Date

Department Head Approval

Date