

Sumner County, Tennessee

Job Description - Assistant to the County Mayor

Job Description:

The purpose of this classification is to work under the direction of the County Mayor to assist him with all duties in every capacity. Responsibilities include, but are not limited to: responding to inquiries and requests for assistance from the public and county employees, coordinating and scheduling meetings with other officials and business community leaders. Additional duties include preparation of reports, memos, and correspondence for the County Mayor, preparing proclamations and certificates of recognition and performing a variety of related administrative duties. Job responsibilities require strong intrapersonal, organizational and decision making skills, considerable experience performing administrative duties, ability to effectively prioritize job related activities, considerable knowledge of county operations and functions and a dedicated attention to detail. Job performance is evaluated by the County Mayor through an annual review process.

Job Duties

- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate party for resolution, and records/relays messages.
- Assists with maintaining the calendar for county meetings and scheduling a variety of meetings as necessary to conduct county business.
- Maintains the calendar for office and meeting room reservations.
- Processes incoming mail; sorts, organizes, opens and/or distributes.
- Maintains the County Mayor's calendar, both electronic and paper copy and schedules appointments, conferences, and other county functions.
- Prepares Certificates of Appreciation and Proclamations when necessary.
- Make travel arrangements for the County Mayor.
- Maintains public notice board.
- Maintains records and minutes of various committee meetings.
- Types, drafts, prepares or completes various forms, reports, correspondence, lists, work orders, meeting minutes, legal notices and other documents.
- Maintains all social media for the County including Facebook and Instagram.
- Maintains file system of the County Mayor prepares and sets up files; sorts/organizes documents to be filed; retrieve files from Archives storage.
- Performs general/clerical tasks including making copies, filing documentation and correspondence or updating manuals/documentation.
- Assists with County Mayor's email including sending proper outgoing correspondence and printing incoming emails when necessary.

- Responsible for County Mayor's speeches; creating/typing outlines and final form of speeches and accompanying him/her for support of speeches.
- Updates internal County phonebook.
- Assists in coordinating Sumner County Council of Governments annually.
- Assist the County Mayor with recommendations to Boards/Committees.
- Assists with maintaining the County key box.
- Responsible for correspondence when County Administration Building is closed
- Issues press releases as necessary.
- Responsible for maintaining county surplus records and act as liaison with GovDeals.
- Perform other duties as assigned.

Qualifications/Skills:

- Microsoft Office proficiency required.
- Minimum of five (5) years of professional, progressively responsible experience in an executive level administrative capacity.
- Excellent organization skills.
- Ability to prioritize job related activities.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. This is not intended to be a complete list of responsibilities, duties or skills required of personnel so assigned.

Salary (based on experience): \$39,000 - \$41,000 annually

Excellent Benefits including personal and family health insurance and state retirement plan and paid government holidays

Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

To apply please send resume to Jobs@sumnercountyttn.gov. **No walk-ins will be accepted.**