

City of San José

MAYOR'S EXECUTIVE OFFICER (U) (8049)CLASS PURPOSE

Positions in this classification are designed to provide management and administration in executing programs and key functions for the Mayor. The terms of appointment to this unclassified position are determined by the Mayor.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Reports directly to the Mayor
- Provides executive administrative support to the Mayor.
- Manages, supervises, and coordinates both fiscal and operational master/strategic plans as directed by the Mayor.
- Plans, directs, provides and reviews guidelines and policies, monitors the accomplishment of the Mayor's operating objectives /programs, audits program performance, and counsels or provides prognosis to the Mayor.
- Directs and supervises the preparation of the Mayor's budget and related documents.
- Directs the monitoring and analyses of public policy issues affecting the City and ensures that the Mayor is briefed appropriately on City policies, programs, and fiscal matters.
- Coordinates and confers, on behalf of the Mayor, the implementation of key and critical City operational administrative activities with the City Manager, and maintains effective working relationships with the City Manager's staff.
- Answers high profile inquiries, resolves controversial complaints and interprets operating policies for citizens of the community and other interested parties.
- Directs and supervises the preparation of media/public information releases and setting up press conferences.
- Directs and supervises the coordination and logistical arrangements for meetings, programs and other civic functions with concerned individuals and parties, and attends City-related meetings and activities, meetings with governmental agencies, private industry and related meetings.

DISTINGUISHING CHARACTERISTICS

Positions in this unclassified civil service classification are appointed "at will" with no property rights to continued employment. This classification is designed to encompass positions with a wide and deep range of complex knowledge, skills, abilities, and experience.

The incumbents in the Mayor's Executive Officer classification report directly to the Mayor and are involved in advising the Mayor on major public policy issues and budget matters. Incumbents in this classification are not involved in operations.

The Mayor's Executive Officer classification differs from that of other City executive management staff in that an incumbents of the latter are involved in the daily operational administrative assignments from the City Manager and are direct reports to the City Manager.

This classification differs from the Senior Council Assistant classification in level of control and sphere of influence over citywide matters emanating from the Mayor and Council.

MINIMUM QUALIFICATIONS

Education and Experience: The minimum qualification requirements include any combination of training and experience that provides the knowledge, skills, and abilities to advise the Mayor or Council Member on matters of public policy, democratic processes, constituent service, or citizen involvement.

Licenses and Certificates: Licenses and certificates are based on the needs of the individual position.

(New 3/17/97)
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