

Job Profile Name      **Assistant to the City Council**  
Date of Last Change    05/21/2025

### **Job Profile Summary**

Assistant to the City Council performs professional executive support, research and outreach for the Mayor, Mayor Pro-Tem and City Councilmembers. Independently performs a variety of high level administrative and technical tasks, anticipating needs that support the City Council, including coordination of onboarding/orientation and ongoing support of Councilmembers. Provides courteous, patient, professional level customer services to City officials, employees, community groups, and the general public. The position is appointed by and works for City Council and reports to the City Manager.

### **Essential Functions**

1. Provides high level and detail oriented administrative support for Councilmembers including maintaining Councilmember calendars and schedules, email management and support; and coordinating and arranging meetings and travel arrangements.
2. Coordinates office activities, prioritizes and develops schedules in order to meet critical deadlines. Schedules appointments, events and meetings for Councilmembers; provides meeting reminders. Meeting preparation may include presentation materials, coordinating refreshments/meals/nutritional restrictions, and scheduling meeting locations.
3. Assists the Council with the distribution of Council work and/or coordination with other City staff to support Council work.
4. Supports the Council referral process.
5. Provides support for proclamations.
6. Tracks Council projects, ideas and process improvements.
7. Manages and helps coordinate stakeholder relationships.
8. Responds to inquiries, questions and comments from the public per established standards and protocols, managing multiple and often competing priorities in response to requests.
9. Compiles data for special projects; collects and assembles data and background materials for a variety of reports, assists with report preparation.
10. Prepares requisitions and purchase orders, orders office supplies, and processes invoices; supports councilmember parking pass process.
11. Coordinates orientation process for new Councilmembers; ensures the Council Guidebook is up to date; ensures completion of required Open Public Meetings Act and Public Records Act training for new and continuing Councilmembers.
12. Punctual, regular and reliable attendance is essential for successful job performance.

## Typical Qualifications

### Knowledge/Skills/Abilities:

1. Thorough knowledge of administrative and office procedures, guidelines and applicable regulatory requirements in municipal government.
2. Thorough knowledge of basic principles regarding computers, scheduling, record management, typing, filing, multi-line phone systems, copiers, and fax machines.
3. Knowledge of the City of Olympia and city government.
4. Knowledge of public record-keeping principles and techniques.
5. Working knowledge of regulations regarding city government and city elected officials.
6. Advanced skill level in the use of Microsoft Office products (Word, Outlook, and Excel) Adobe Acrobat Pro and applicable organization specific software and ability to learn and become proficient in the use of other specialized software as may be required.
7. Skill in process management as a change agent.
8. Skill in general process improvement and efficiency tools.
9. Skill in calendar management for multiple people and the ability to multitask.
10. Skill in diplomacy and presenting a positive image of the City, both verbally and in writing.
11. Excellent communications skills and the ability to interact with both internal and external stakeholders and the public. Ability to communicate effectively, both orally and in writing with internal and external individuals at all levels of the organization and diverse stakeholders.
12. Strong organizational and problem-solving skills and the ability to think analytically.
13. Skill in conflict management and customer service principles.
14. Ability to maintain the strictest confidentiality of legal and sensitive information in a professional and ethical manner.
15. Ability to conduct research of policy issues.
16. Ability to prioritize tasks, manage workflow, work on multiple projects, meet deadlines and work independently with little direction.
17. Ability to anticipate needs and be adaptable with the ability to follow through.
18. Ability to review, compile and organize forms, documents and other requested items.
19. Ability to provide superior customer service in a manner consistent with the City's philosophy, policies and values.
20. Ability to establish and maintain effective working relationships with those interacted with during work regardless of race, color, religious creed, national origin, ancestry, sex, sexual orientation, gender identity, age, genetic information, disability, political affiliation, military service, or diverse cultural and linguistic backgrounds.

### Experience/Education:

The ideal candidate can have any combination of experience, certification, education and training that demonstrates expertise in the essential functions and the knowledge, skills, and abilities for this position. Examples may include, but are not limited to:

1. Five (5) years local government experience;
2. **OR** three (3) years of experience as listed above and associate degree;
3. **OR** two(2) years of experience as listed above and bachelors degree.

**Special Requirements:**

1. Experience working for elected officials as an executive assistant or in a similar role.

**Contacts:**

1. The Assistant to the City Council has daily contact with and is easily accessible to councilmembers and the City Manager.
2. The Assistant to the City Council also may have contact with the public regarding questions, complaints, requests for public disclosure and/or information.

**Supervision:**

1. This position is not expected to perform full supervisory duties of staff.

**Accountability:**

1. The Assistant to the City Council is accountable for the accurate, efficient and effective daily completion of the assigned work in a manner that effectively supports the City, Councilmembers, the City Manager, the public, and staff.

**Working Conditions:**

1. Work is performed in an office environment and/or Council chambers where frequent interruptions are often present.
1. Work requires a flexible schedule.
2. Some assignments require sitting for extended periods of time.
3. Work is often performed under the stress associated with the need to meet rigid deadlines and requirements and constituent engagement regarding sensitive issues have the potential to become intense.

The City of Olympia is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.