



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 321.4

Job Title: **ASSISTANT DIRECTOR-MAYOR'S OFC(EXE LEV)**

Pay Grade: 23

### **GENERAL SUMMARY:**

Performs responsible administrative functions in directing and implementing section policies designed to provide public and media access to the Mayor.

### **RESPONSIBILITIES:**

- Oversees responses to telephone inquiries and complaints from the general public and media.
- Manages responses to correspondence directed to the Mayor.
- Coordinates the Mayor's attendance at functions, such as meetings, special events and interviews. Schedules staff to accompany/assist the Mayor and briefs the Mayor on the function.
- Attends meetings with community-based organizations to ensure the Mayor's participation in activities. Represents the Mayor and/or department heads at various meetings, events, committees and on boards as requested.
- Writes speeches, responses, press releases and directs special projects as requested.
- Assists in apprising press corps of issues and encourages positive interactions.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's of Arts degree in Journalism, Public Relations, Business Administration or a closely related field.

#### **EXPERIENCE:**

Two years of professional experience in media, public relations or a closely related field are required. A Master's degree in Journalism, Public Relations, Business Administration or a closely related field may be substituted for the education requirement.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Assistant Director-Mayor's Office (Exe Lev)

*Effective: October 1990  
Revised: September 1997*