



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

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Robert J. Donchez
Mayor

From: Robert J. Donchez, Mayor
To: President Reynolds
Date: April 28, 2015
Re: Chief of Staff

Due to the resignation of Patrick Fligge, Chief of Staff, I am requesting that this position be placed on the May 5th Council Agenda.

Position Summary: Organizes and is responsible for specialized and confidential administrative tasks related to the office of the City's Chief Executive.

Qualifications: Good knowledge of the activities of the office of the Mayor and/or the ability to readily acquire such knowledge; ability to obtain the cooperation of other City officials and residents in activities concerning the Mayor's Office; proficient writing skills; excellent organizational skills; tact and courtesy; good judgment. Considerable experience in the executive secretary or administrative assistant field; possession of a two year college degree required, graduation from a four year college or university preferred; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Essential Functions: Performs related duties of the position under supervision of the Mayor, supervises clerical person in office. The Salary for this position is \$57,000.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Donchez", is written over the printed name.

Robert J. Donchez
Mayor

CC: Council
Leeson
Donchez



CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

HUMAN RESOURCES

HR Phone: 610-865-7015

JOB DESCRIPTION

Job Title: ~~Administrative Assistant to Mayor~~ **Chief of Staff**

Bureau: Mayor **Department:** Elected Officials

Reports to: Mayor **Union Status:** NC

Exempt/Non-Exempt: **Compensation:** 75 Hrs. /260 Days/7.5 Hrs. /Day

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Essential Functions: Performs related duties of the position under supervision of the Mayor, supervises clerical person in office.

Other Duties:

- Organizes and is responsible for specialized and confidential administrative tasks related to the office for the City's Chief Executive.
- Receives and screens important calls and callers to Mayor and ascertains nature of business and directs call/caller to appropriate authority for disposition.
- Schedules appointments for the Mayor.
- Meets weekly with the Mayor to review the respective week calendar, correspondence, meeting requests, and invitations
- Prepares and coordinates all documents related to scheduled appointments and activities for the Mayor.
- Researches and writes letters on behalf of the Mayor.
- Performs these and other duties under the supervision of the Mayor.
- Supervises office staff
- Coordinates internships with local colleges and universities.
- Evaluates and assigns incoming mail; maintains confidential records and files; reviews vouchers and bills for payment.
- Manages petty cash fund and produces reports for Controller's Office.
- Maintains electronic file system.
- Arranges all aspects of business trips, luncheon meetings, wedding ceremonies, flag raising ceremonies.
- Organizes special events for Mayor: i.e. conventions, tri-City meetings, and dinners for international guests.
- Serve as liaison with all Sister City organizations
- Coordinates meetings with Sister City dignitaries and purchases exchange gifts
- Maintains record of gift exchanges between four Sister Cities and all correspondence
- Represents Mayor at certain public functions
- Coordinates all press events in conjunction with the City Information Officer
- Works with local businesses and organizations on civic matters
- At Mayor's discretion, meets with Department Heads on administrative matters
- Attends Mayor's weekly staff meeting with Department Heads, records, and works in tandem with Department Heads to complete action items
- Evaluates reports and legislation from the Pennsylvania League of Cities and Municipalities and the U.S. Conference of Mayor's and coordinates documents as needed
- Prepares annual budget for the Mayor's office
- Writes Mayor's annual budget book highlights
- Provides research assistance to the Mayor
- Is available for consultations

Administrative Assistant to Mayor (continued)

- Handles difficult situations by researching a problem, and/or meeting with the complainant , and/or having the proper City department respond satisfactorily; follows up on the aforementioned
- Manages the office payroll
- Manages use of the Mayor's Conference Room and AV equipment
- Coordinates preventative maintenance for Mayor's vehicle with City Garage
- Maintains and categorizes Mayor's personal file – personal letters, awards, scrapbooks, etc.
- Serves as designated Purchaser for all office materials and expenses
- Coordinates furnishings and annual maintenance for the Mayor's office and conference room

Physical Requirements: N/A

Working Conditions:

Safety Sensitive Requirements:

Training:

Revised: 6/19/2012

RESOLUTION NO. 2015 -

WHEREAS, Resolution No. 2014-270 adopted December 16, 2014 imposed a freeze on all hires for all departments except Police, Fire and EMS and those positions required to be filled by contract, effective until December 31, 2015, and that any current open positions or any that become open will remain unfilled unless City Council approval is received.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Bethlehem that, in accordance with the provisions of Resolution No. 2014-270 adopted December 16, 2014, the following position is hereby approved to be filled:

Chief of Staff
Mayor's Office

Sponsored by: (s) _____

(s) _____

ADOPTED BY COUNCIL THIS DAY OF

(s) _____

President of Council

ATTEST:

(s) _____

City Clerk