

**DRAFT**  
**City of Burlington**  
**Job Description**

**Position Title: Mayoral Projects Coordinator**

**Department: Mayor's Office**

**Reports to: Chief of Staff**

**Pay Grade: 15**

**Job Code: 0**

**Exempt/Non-Exempt: Exempt**

**Union: Non-Union**

**General Purpose:** This position assists the Chief of Staff with all essential functions set forth in the Chief of Staff job description. This position works directly with the Chief of Staff to engage with City Departments, community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers to implement Mayoral initiatives, programs, and projects. This position coordinates with City Departments and relevant community stakeholders the process, meetings, and other steps necessary to execute Mayoral initiatives and to ensure public engagement in Mayoral programs and projects. This position assists with Mayor's Office communications with both community members and the media. This position staffs the Mayor at internal City meetings and community events. This position is a mayoral appointment, and serves at the pleasure of the Mayor and reports directly to the Chief of Staff.

**Essential Job Functions:** This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

**Essential Functions:**

- Assist the Mayor and Chief of Staff with coordinating and implementing Mayoral initiatives, programs, and projects with relevant and appropriate City Departments.
- Assist the Mayor and Chief of Staff in relationship-building with community members, organizations, businesses, schools, universities and colleges, hospitals, and health centers.
- Coordinate with Mayor's Office Assistant II position to ensure timely response to inquiries from members of the public, including meeting with Mayor's Office visitors and timely responding to constituent correspondence.
- Attend public and City meetings related to Mayoral projects in the Mayor's absence as needed.
- Assist the Mayor and Chief of Staff with City Council and committee meeting preparations, attend meetings when necessary, and engage in appropriate follow-up activities.
- Assist Chief of Staff with search processes for Mayoral appointments.

- Assist Chief of Staff with annual report preparation.
- Assist Chief of Staff with preparation of media advisories, releases, policy statements, proclamations, letters, and other written materials.
- Assist Chief of Staff in preparing City-wide communications, including print, television, radio, and other social media.
- Assist Chief of Staff in keeping Mayor’s Office Facebook page and Twitter stream current.

**Non-Essential Job Functions:**

Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor’s Degree in public administration, political science, communications, or related field. Equivalent training and experience may be substituted for education.
- Minimum of two (2) years’ work experience in a related field preferred.
- Demonstrated excellent written and verbal communications skills, including ability to represent Mayor’s Office in situation requiring public speaking.
- Ability to multi-task and work in a fast-paced, high-pressure environment.
- Strong interpersonal skills required, including ability to work closely with co-workers in a small office environments.
- Ability to creatively problem solve.
- Ability to provide guidance to student interns.
- Evenings and weekends may be required.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

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| <input checked="" type="checkbox"/> seeing                       | <input type="checkbox"/> ability to move distances                       | <input type="checkbox"/> lifting (specify)                 |
| <input type="checkbox"/> color perception<br>(red, green, amber) | <input type="checkbox"/> within and between<br>warehouses/offices        | <input type="checkbox"/> pounds                            |
| <input checked="" type="checkbox"/> hearing/listening            | <input type="checkbox"/> climbing  | <input type="checkbox"/> carrying (specify)                |
| <input checked="" type="checkbox"/> clear speech                 | <input type="checkbox"/> ability to mount and<br>dismount forklift/truck | <input type="checkbox"/> pounds                            |
| <input checked="" type="checkbox"/> touching                     | <input type="checkbox"/> pushing/pulling                                 | <input type="checkbox"/> driving (local/over<br>the road)  |
| <input checked="" type="checkbox"/> dexterity                    |  |  |
| <input checked="" type="checkbox"/> hand                         |  |  |
| <input checked="" type="checkbox"/> finger                       |  |  |
| <input type="checkbox"/> reading - basic                         | <input type="checkbox"/> math skills - basic                             |  |
| <input checked="" type="checkbox"/> reading - complex            | <input checked="" type="checkbox"/> math skills - complex                | <input checked="" type="checkbox"/> analysis/comprehension |
|  |  | <input checked="" type="checkbox"/> judgment/decision      |

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|---|---|--|
| <input type="checkbox"/> writing - basic                    | <input checked="" type="checkbox"/> clerical  | making   |
| <input checked="" type="checkbox"/> writing - complex       |   |  |
| <input type="checkbox"/> shift work                         | <input checked="" type="checkbox"/> outside   | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone             | <input type="checkbox"/> extreme heat         | <input type="checkbox"/> moving objects        |
| <input checked="" type="checkbox"/> works with others       | <input type="checkbox"/> extreme cold         | <input type="checkbox"/> high places           |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise                | <input type="checkbox"/> fumes/odors           |
| <input checked="" type="checkbox"/> face-to-face contact    | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials   |
| <input checked="" type="checkbox"/> inside                  | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust             |

**Supervision:**

Directly Supervises:   0                        Indirectly Supervises:   0  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_