

CITY OF COLORADO SPRINGS  
invites applications for the position of:

# HOURLY - Special Assistant to the Mayor (PT Administrative Support)

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**SALARY:** \$21.00 Hourly

**DEPARTMENT:** Office of the Mayor

**OPENING DATE:** 05/03/19

**CLOSING DATE:** 05/24/19 04:00 PM

**FLSA:** Non-exempt position

**DESCRIPTION / POSITION OVERVIEW:**



This is a year round hourly (at-will) position with benefits limited to those required by applicable state and federal laws, which include Worker's Compensation, Medicare, Unemployment Insurance, and PERA (Public Employees' Retirement Association).

The work schedule, which is subject to the needs of the department, will primarily be Monday through Friday between the hours of 8:00 a.m. and 6:00 p.m. The number of hours worked per week will range from 20 to 29 and will not exceed 1,500 annually.

This position serves as an assistant to the Mayor in a C-Suite environment. In this professional part-time position, you will provide coordination and support for various community initiatives and special projects as assigned by the Mayor.

**Essential Job Functions** - the basic job duties an employee must be able to perform:

- Act as liaison for military initiatives
- Olympic City USA projects and branding
- Coordinate young professional outreach
- Age Friendly Community initiative outreach
- Special assignments as required

**We are looking for candidates who demonstrate:**

- Ability to maintain and ensure strict confidentiality and produce a high volume of work in a multi-task environment while maintaining a high degree of accuracy

- Strong customer service commitment and excellent interpersonal skills
- Ability to use independent initiative, judgment, creativity, and extraordinary follow-up skills
- An awareness of and sensitivity to community issues and concerns
- Excellent written and verbal communication skills
- Ability to read quickly, digest, and act upon extremely heavy email correspondence (discretion and accuracy are paramount)
- Strong Microsoft XP, Outlook, Excel, and PowerPoint skills
- Great importance is placed on timely, complete, and accurate work products

**Successful Candidates will have:**

- A high school diploma or (GED)
- Three years of full-time administrative support experience, including experience in an executive support role

**Ideal Candidates will have:**

- An associate's degree from an accredited college or university with major coursework in a field appropriate to assigned area of responsibility, which may include business administration, public administration, or a related field
- Experience with public outreach
- Program coordination experience
- Marketing experience

**ADDITIONAL INFORMATION:**

**This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.**

Please visit <https://coloradosprings.gov/jobs> and click on 'Apply for a City Career' > 'City Career Postings – Apply Now' button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).

Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.

Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position's closing date and time listed in the job posting. HR will review the last application you submit for a position.

To view the City's job classifications, including physical demands and descriptions, go to <https://www.coloradosprings.gov/human-resources/page/job-classifications-descriptions>.

To view the status of your application, go to <http://agency.governmentjobs.com/cosprings/default.cfm>.

To be notified of future career opportunities, go to <http://coloradosprings.gov/jic>

**If hired, you will be required to provide proof of your eligibility to work in the United States.**

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**Equal Opportunity Employer**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.coloradosprings.gov>

30 South Nevada Avenue, Suite 301  
Colorado Springs, CO 80903  
719-385-5456

Position #H13250  
HOURLY - SPECIAL ASSISTANT TO THE MAYOR (PT  
ADMINISTRATIVE SUPPORT)  
KV

719-385-5456

[fhuffman@springsgov.com](mailto:fhuffman@springsgov.com)

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**HOURLY - Special Assistant to the Mayor (PT Administrative Support) Supplemental Questionnaire**

- \* 1. Do you have a high school diploma or GED?
  - ☐ Yes
  - ☐ No
- \* 2. Do you have three or more years of full-time administrative support experience?
  - ☐ Yes
  - ☐ No
- \* 3. Do you have experience in an executive support role?
  - ☐ Yes
  - ☐ No
- \* 4. Do you have an associate's degree or higher from an accredited college or university?
  - ☐ Yes
  - ☐ No
- \* 5. Do you have experience working with public outreach?
  - ☐ Yes
  - ☐ No
- \* 6. Do you have program coordination experience?
  - ☐ Yes
  - ☐ No
- \* 7. Do you have marketing experience?
  - ☐ Yes
  - ☐ No
- \* 8. Do you have a relative who is employed in the department where you are applying to work?
  - ☐ Yes
  - ☐ No
- \* 9. By answering "yes" to this question, I understand the following: - My application may not be considered if it is not completed in full, which includes the entire work experience section. - I am to provide information for at least ten (10) years of my employment history (if applicable) under the work experience section of the application. - I am to provide all information requested even if not designated as a required field by NEOGOV's recruiting software. (This software could not be modified by Human Resources to require the completion of all fields.)
  - ☐ Yes
  - ☐ No
- \* Required Question