CITY OF BEACON

Human Resoures Department
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EMPLOYMENT OPPORTUNITY: **SECRETARY TO THE MAYOR**
CITY OF BEACON, NY

The City of Beacon, NY is recruiting for the full-time position of **Secretary to the Mayor**. Candidates should submit by a cover letter and resume to Gina Basile, Director of Human Resources at gbasile@beaconny.gov. Applications will be accepted until 4 p.m. on November 1, 2021, and the position is anticipated to begin in early to mid-December.

The City of Beacon is a small city (population 14,000 residents) located on the Hudson River approximately seventy miles north of New York City. With more than 120 employees and an annual combined budget of more than $32 million, Beacon is headed by a part-time mayor and full-time City Administrator and governed by a seven-member City Council.

The Secretary to the Mayor serves as a critical executive position in the administration who works directly with the Mayor, City Administrator, City Attorneys, Department Heads, Councilmembers, and volunteer Committees to support the operations of the administration. The position is exempt and not subject to a Civil Service exam.

The City is seeking a candidate who is professional, self-motivated, well-organized, and detail-oriented to assist the administration in a wide range of necessary tasks, including some clerical duties. This position requires strong written and verbal communication skills and the ability to effectively work on a regular basis with local elected officials, government agencies, local businesses, non-profit organizations, and City staff. The salaried position is primarily during businesses hours Monday through Friday but requires attendance of weekly City Council meetings on Monday evenings.

Primary Responsibilities Include:

- Assisting the Mayor and City Administrator with the day-to-day administration and operations of the City government, including managing calendars
- Providing administrative and clerical support to the City Council, including preparation of meeting agendas and minutes, drafting of resolutions and proclamations, coordination of scheduling, and management of the remote/ online component of Council meetings
- Managing and overseeing grants, including reporting and submitting all reimbursement requests and project coordination with City departments
- Overseeing communications, including the management of the City social media accounts and website, drafting of press announcements and website content, updates to public access channel information, and outreach to local residents and businesses through email and phone notification systems

- Providing support to volunteer committees, including website updates, filling of vacancies, and coordination with the administration
- Managing public event planning and permitting, including coordination of logistics with multiple City departments

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in a relevant field. Advanced degree such as MPA or MBA preferred.
- Experience and familiarity with public administration and/or municipal operations
- Proficiency with office technology and software, including Microsoft Word, Adobe, Excel, WordPress, Zoom, and PowerPoint
- Ability to work independently on projects, prioritize tasks, and manage deadlines
- Excellent written and verbal communications
- Demonstrated interpersonal skills and ability to effectively work with a diverse community and staff in a team-oriented environment
- Ability to problem solve and respond to resident complaints and issues
- Successful work experience of two years in local government or relevant field.

Salary and Benefits:

- Salary will be commensurate with candidate experience (starting $60,000 - $70,000).
- Benefits offered include healthcare, dental, vision, and life insurance
- Retirement benefits provided through the New York State and Local Retirement System
- Employees eligible for participation in the New York State Deferred Compensation Plan
- Paid vacation, personal time, sick leave, and holiday pay
- One month onboarding process with the current Secretary to the Mayor

The successful candidate must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the City Administrator.

The City of Beacon is an Equal Opportunity Employer. It is the policy of the City of Beacon not to discriminate against qualified applicants or employees on the basis of actual or perceived race, religion, color, gender, gender identity, sexual orientation, ethnicity or national origin, uniformed service member status, marital or family status, age, and physical or mental disability.

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