



City of Burlington, Vermont

Administrative Assistant to the Mayor - Temporary

SALARY	\$26.89 - \$29.95 Hourly	LOCATION	Burlington, VT
JOB TYPE	Temporary Seasonal	JOB NUMBER	Mayor Admin Assistant -Temp
DEPARTMENT	Mayor's Office	OPENING DATE	07/24/2025
CLOSING DATE	8/23/2025 11:59 PM Eastern	FLSA	Non-Exempt
BARGAINING UNIT	Non Union		

General Purpose

This role is the primary first point of contact for the Mayor's Office. As such, the position interacts regularly with constituents on matters related to a wide-range of City issues. The position is responsible for administrative support and document coordination, including processing and retrieval of documents containing highly confidential information related to collective bargaining items and personnel administration. In addition, this position assists in the coordination of budget matters, selected projects, meetings, events and innovations on behalf of the Mayor's Office. It has regular public interaction and must exercise discretion in the protection of confidential information. This position is a political appointment and the person in the position serves at the pleasure of the Mayor as an at-will employee.

Union Affiliation: Non-Union

Pay Grade 14: \$26.89 - \$29.95 Hourly

Remote Tier 1: Zero (0) days remote/week

Essential Job Functions

Constituent Relations:

- Greet the public in person and by telephone; answer calls, take messages, monitor email, and determine appropriate course of action for walk-in traffic and scheduled visitors.
- Respond to department and constituent requests for information; resolve or refer complaints or other situations using the utmost diplomacy and tact.
- Facilitate constituent events and follow-up on issues and concerns.

Schedules/Office Administration:

- Maintain Chief of Staff's and Mayor's calendars. Make appointments using discretion in committing time. Brief the Mayor and Chief of Staff on upcoming appointments and help keep office meetings within scheduled timeframes. Regular review of schedules and prepare materials as needed.
- Open, review, and prioritize incoming mail. Prepare and post outgoing mail. Prepare documents for Mayoral signature and return to requestor at direction of Chief of Staff or City Attorney.
- Maintain office files and filing system.
- Serve as liaison between supervisor and other staff or other offices.

- Answer questions which involve researching basic information. Relay explanations of laws, policies and procedures after seeking direction; refer matters which require policy decisions.
- Compile information for narrative reports; determine appropriate report format including Department Head Reports and the City's Annual Report. May contact officials, City employees or other agencies to secure data.
- Assist in the scheduling of selected initiatives and events on behalf of the Mayor's Office, including securing times, locations and participant travel and accommodations as directed.
- Committee/Boards coordination, including scheduling meetings and typing agendas, minutes and other documents, assembling materials, maintaining all records and coordinating follow-up with departments, City Councilors and Commissioners.
- Protect confidential information regarding departmental matters; record actions to be taken on sensitive matters; release information to authorized parties, attorneys or the press as directed.
- Perform administrative and clerical functions for the Mayor and Chief of Staff. Prepare a variety of correspondence; memos, self-composed letters, legal documents, reports and confidential documents and coordinate office functions to meet deadlines.
- Maintain knowledge of City objectives and functions in area of assignment.

Budget:

- Assist Chief of Staff in monitoring budget funding levels. Coordinate day-to-day budget transactions including, but not limited to, creation of purchase orders, processing invoices and reimbursements for travel, training, and discretionary spending as directed.
- Order and maintain appropriate office supply levels.
- Coordinate transactions related to the regional programs budget as directed, including collecting grant request letters, reviewing needs and preparing basic communications as directed to the Board of Finance and external organizations notifying them of the Mayor's funding decisions.
- Reconcile budget expenses
- Compile budget requests for the next fiscal year and communicate final decisions regarding requests.

Events:

- Facilitate and/or support Mayor's Office events and employee events

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements

- Ability to actively support City diversity, equity and cultural competency efforts within stated job responsibilities and to work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Associate's degree and three (3) years of relevant experience or an equivalent combination of education and experience as determined by the Mayor. Examples of relevant experience may include, but are not limited to, working in an office environment, performing in a customer service role, volunteering on a political campaign, serving in student government, serving as an AmeriCorps member or experience working on community initiatives.
- Strong computer skills including Word and Excel required.
- Ability to operate standard office equipment, including copier, adding machine, postage meter is required.
- Competency in English language usage, spelling, grammar, punctuation and format of legal and business documents and correspondence.
- Ability to plan, develop and implement office procedures and make decisions on priority and scheduling of work.
- Ability to effectively and professionally represent the Mayor's Office and the City in all written and verbal interactions with multiple stakeholders including City employees, elected officials and members of the general public required.
- Ability to use solid judgment, demonstrating the utmost level of the confidentiality, integrity and trustworthiness.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

Additional Information

Promoting a culture that reveres diversity and equity.

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through our [Government Jobs](#) website.**

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-2505](tel:802-540-2505) or careers@burlingtonvt.gov.

Benefits

Temporary or Seasonal Position that is ***Not Eligible*** for City of Burlington Benefits

Employer

City of Burlington, Vermont

Address

200 Church Street, Suite 102

Burlington, Vermont, 05401

Phone

802-540-2505

Website

<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Administrative Assistant to the Mayor - Temporary Supplemental Questionnaire

*QUESTION 1

Do you have an Associate's degree and three (3) years of relevant experience or an equivalent combination of education and experience?

☐ Yes

☐ No

* Required Question